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## Yard Duty and Supervision Policy

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Rosebud Secondary College on 03 5986 8595 or [rosebud.sc@education.vic.gov.au](mailto:rosebud.sc@education.vic.gov.au).

### PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

### SCOPE

This policy applies to all teaching and non-teaching staff at Rosebud Secondary College, including education support staff, casual relief teachers and visiting teachers.

### POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

#### 1. Before and after school

Rosebud Secondary College's grounds are supervised by school staff from 8:10 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

Before school, staff will supervise the bus stop area and the drop off zone at the front of the school. After school supervision covers these same areas. Parents and carers will be advised through our school website, and regular reminders in our newsletter, that they should not allow their children to attend Rosebud Secondary College outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts

- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students should only be onsite at school outside of these hours when/if attending extra-curricular activities. In these instances they must sign in/out with the relevant supervising staff member.

## 2. Yard duty

All staff at Rosebud Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Rosebud Secondary College, school staff will be designated a specific yard duty area to actively supervise students. Further guidance regarding the specific yard duty areas can be found in our Staff Handbook.

## 3. Yard duty zones

The designated yard duty areas for our school as at Term 1, 2024 are outlined in the map below.



### ***Yard duty equipment***

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Individual safety/hi-vis vests are provided to all staff members and should be stored in staff offices.
- Staff are encouraged to carry a mobile phone

### ***Yard duty responsibilities***

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone, covering all areas of that zone
- bus stop supervisors must ensure the students wait behind the gate until arriving buses come to a halt
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty phone the office and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

#### **4. Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

A student may be asked to leave the classroom to complete an Exit process as referenced in the Student Engagement Policy, where possible another student should accompany that person to report back that they arrived at the destination room. Other students out of class should have with them a note from their teacher to verify the purpose of being out of class.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first check with an adjoining staff office for a replacement teacher or contact the front office, for an Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

#### **5. School activities, camps and excursions**

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

#### **6. Digital devices and virtual classroom**

Rosebud Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Rosebud Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

## 7. Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

## 8. Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

## 9. Independent Study

Year 12 students, and Year 11 students undertaking a VET study, will have timetabled study periods as part of their VCE/VCE VM program. They must sign in with the Student Support Officer at the Front Office at the commencement of these periods. They will in turn undertake their independent study in their designated House building. Supervision and support will be provided by the staff in these spaces. Students will not be permitted to leave school grounds during these periods.

## 10. Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## 11. Other areas requiring supervision

Student supervision in the following areas of the school will, in part, be undertaken by the appropriate ES staff in communication with the relevant members of the college leadership team allocated responsibility for each area.

- Library
- Wellbeing Area
- First Aid Office
- Senior School Office
- Coffee Van

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

## FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	17/07/24
Approved by	Lisa Holt (Principal)
Next scheduled review date	Before 17/07/26

This policy will also be updated if significant changes are made to school grounds that require a revision of Rosebud Secondary College's yard duty and supervision arrangements.