




Yard Duty and Supervision Policy 2021

<i>Date implemented</i>	19th May 2021
<i>Author</i>	Paul Frye / Justin Hird
<i>Date to be reviewed</i>	February 2022
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	19th May 2021
<i>Signature</i>	

Purpose

The purpose of this policy is to explain Castlemaine Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students. 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.

Objective

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

Scope

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.

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

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.



Policy

Before and after school

Castlemaine Secondary College's grounds are supervised by school staff from 8:45am until 3:45pm (Blakeley Road) and 8:45am until 3:30pm (Etty Street). Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend Castlemaine Secondary College's (Blakeley Road Campus) outside of these hours are encouraged to sign in and out of the front office. They may attend the library which is open between 8:30am - 4:30pm, alternatively report to a specific teacher who may be running extra-curricular activities. Students who wish to attend the Etty Street campus outside of school hours must pre-arrange this with a staff member.

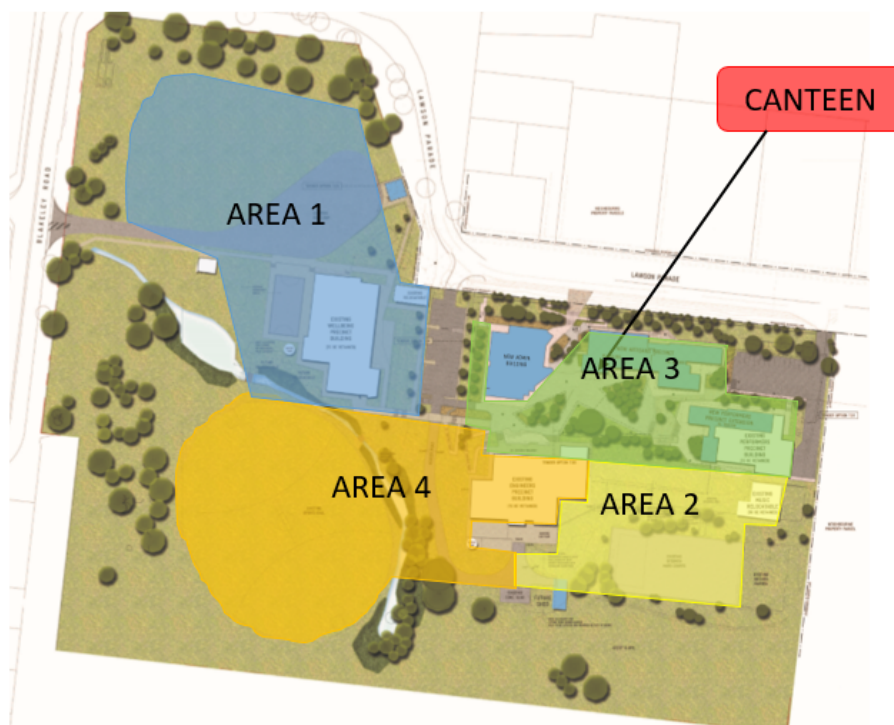
Yard duty

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

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Castlemaine Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school Term 1, 2021.

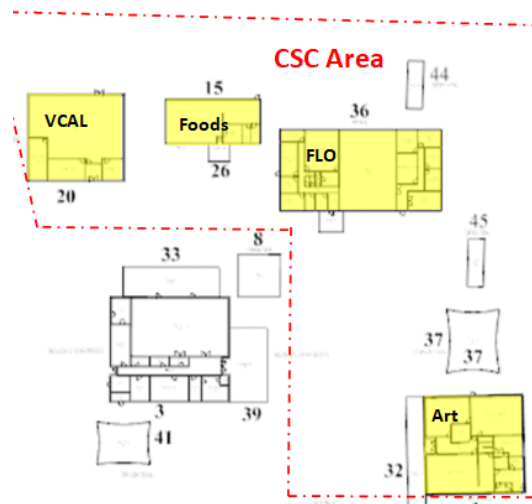
BLAKELEY ROAD





		Mon	Tue	Wed	Thu	Fri
BS	BusAM	THE	GOK	JOH	ROV	FIR
R	Area 1	WHI	WOO	MAJ	EDW	HAY
	Area 2	REY	MCJ	VAN	CRE	LOW
	Area 3	JEN	MCA	RHU	HIJ	NIB
	Area 4	NYB	CHA	NID	SUA	RHU
	Canteen	MCJ	WEB	SCH	CEV	JEN
	Library	MAD	MAD	MAD	MAD	
L1	Area 1	WAS	VAN	WAS	WAS	SHE
	Area 2	SHE	BON	BON	WDA	WDA
	Area 3	BON	SHE	WAC	HAZ	DIM
	Area 4	BIR	BIR	GIB	THO	DOD
	Canteen	HAZ	NIB	WDA	JOH	HAZ
	Gym	ODO	VEA	LOU	PET	EDW
L2	Area 1	GIB	NAI	DOD	ROS	MAL
	Area 2	YOK	MAL	AME	MCA	CEV
	Area 3	TSA	FOS	KIL	KIR	COT
	Area 4	CRE	DIM	DAV	WHI	MAE
	Gym	ODO	VEA	LOU	PET	GOK
	Library	MAD	MAD	MAD	MAD	MAD
AS	BusPM	THE	LOW	WAT	STE	WAC

ETTY STREET





Day	Before School 8.45 - 9.00am (15 mins)	RECESS 10.51-11.21am (30 mins)	LUNCH ONE 12.53-1.13pm (20 mins)	LUNCH TWO 1.13-1.43pm (30 min)	After School 3.15 - 3.30pm (15 mins)
Monday	HIR	HIR	WIE	COO	WIE
Tuesday	CAS	WIE	OLS	OLS	OLS
Wednesday	CAS	OLS	BAL	WIE	OLS
Thursday	HIR	HIR	HIR	CAS	COO
Friday	FRY	FRY	CAS	WIE	CAS

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room. Staff are encouraged to carry a mobile phone whilst on yard duty.

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 to ensure all areas are viewed with a 3-5 minute rotation
- 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 Wellbeing and 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 XUNO for student/s involved

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 Daily Organiser or Reception (54791111), 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 should contact the Daily Organiser or Reception (54791111), 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.

Classroom

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

Students may leave the classroom if they require to use the toilet and should use the facilities within the building of their current classroom. Students wishing to access other areas of the College should be issued with a written note, eg to visit the library or computer technicians etc.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact either the Precinct Manager or Precinct Leader for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

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.

Further Information and Resources

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Review Cycle

This policy was last updated on 19th May 2021 and is scheduled for review in February 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Castlemaine Secondary College's Yard Duty and Supervision Policy.