

Policy: SCS008 Yard Duty and Supervision Policy	Issued: February 2023
Review: February 2025	Approved: Sue Holmes (Principal)

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school reception on 03 9755 2007.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Sherbrooke Community School, 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.

Before and After School

Sherbrooke Community School's grounds are supervised by school staff from 8.45am until 3:25pm. Outside of these hours, school staff will not be available to supervise students. Before school a Sherbrooke community School member of staff will be on duty at the front of the school from 8:45am and after school a member of staff will be supervising and recording the students who use the bus that comes onto the school premises and travels to Belgrave.

NOTE: The School will inform parents/carers of the precise times during which the school's grounds will be monitored e.g. on the school website, in the school newsletter, and through compass each term.

Homework club unless notified otherwise will have members of staff in attendance on Monday afternoons from 3:30pm – 4:30 pm. Notifications will be sent out through compass.

Students who wish to attend school outside of normal hours will be expected to sign in and out of the front office.

Holiday and revision sessions that occur outside the normal school hours will be arranged and notifications and events created to inform parents and students of the times supervision will be available and the school will be open.

Yard Duty

All staff at Sherbrooke Community school are expected to assist with yard duty supervision and will be included in the weekly roster. This is available in the staff room and on the school noticeboard next to the canteen.

The Assistant Principal or nominee is responsible for preparing and communicating the yard duty roster on a daily basis. The roster is available on the staff notice board inside the staff room. Any deviations or changes due to sickness absence etc. will be communicated through the daily extras sheet that will also be placed on the noticeboard. It is the responsibility of staff to check this sheet to ensure they are aware of any changes to the daily duty roster. At Sherbrooke community school, school staff will be designated a specific yard duty area to supervise.

Yard Duty Zones

The designated yard duty areas for our school are: (see school map on next page)

Zone	Area
Zone 1	Front of school: Wet weather in room A/B
Zone 2	Back of school Wet weather in FLCA
Zone 3	Specific student/s kept in line of sight (in Zone 1) (wet weather in room A/B)
Zone 4	First Aid (wet weather in FLCA)
Zone 5	Canteen

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.

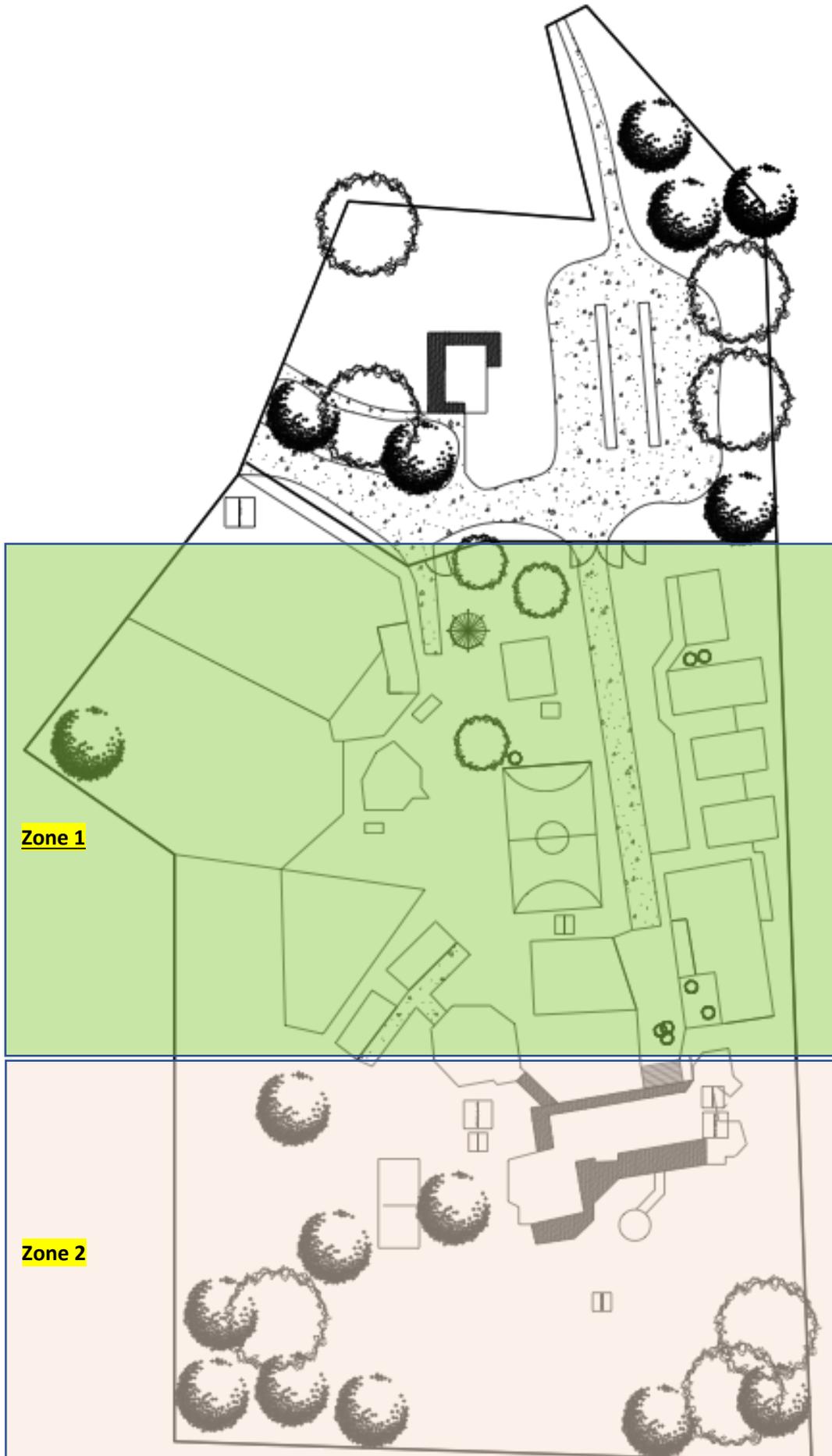
Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- 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 Assistant Principal 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 should notify the staff room or reception by sending a student to find the relieving staff member 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.

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

Please also see the school engagement and wellbeing policy.

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.

Digital Devices and Virtual Classroom

Sherbrooke Community School follows the Department's [Cybersafety and Responsible Use of Digital Technologies Policy](#) with respect to supervision of students using digital devices.

Sherbrooke Community School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored every class via compass.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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.

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 and Training policies and guidelines in relation to off-site learning, including policies and guidelines on the safety and wellbeing of students. Refer to:

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

Independent Study

Year 11 and 12 students may have sessions where they are not involved in direct face-to-face learning. During this time it is advised that students remain on-site in a directed area to maintain their learning and receive help in areas requiring further clarification. Students are only permitted to return home or leave the school site with the written permission of their parent or guardian using the appropriate permission forms (Appendix 1) or contact from the parent to reception. Students must sign out using the compass machine in reception.

Supervision of Students 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.

Communication

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

- Included in staff induction processes and staff training
- Available publicly on our school's
- Included on compass under school documentation/policies
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

Further Information and Resources

The Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

Policy Review and Approval

Approved by:	School Council
Approval Authority (Name & Date)	Sue Holmes (Principal) 15/02/2023
Responsible for Review	Principal – Policy and Planning Sub-Committee
Next Review Date	February 2025 (2 years)