

POLICY: SC45: Inclusion and diversity Policy	Issued: September 2019
REVIEW: September 2020	Approved: Sue Holmes (Principal)

YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Sherbrooke community School'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 is 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 Sherbrooke community School, 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, time and places.

POLICY

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.

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.

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.

The designated yard duty areas for our school are: (see school map o 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.

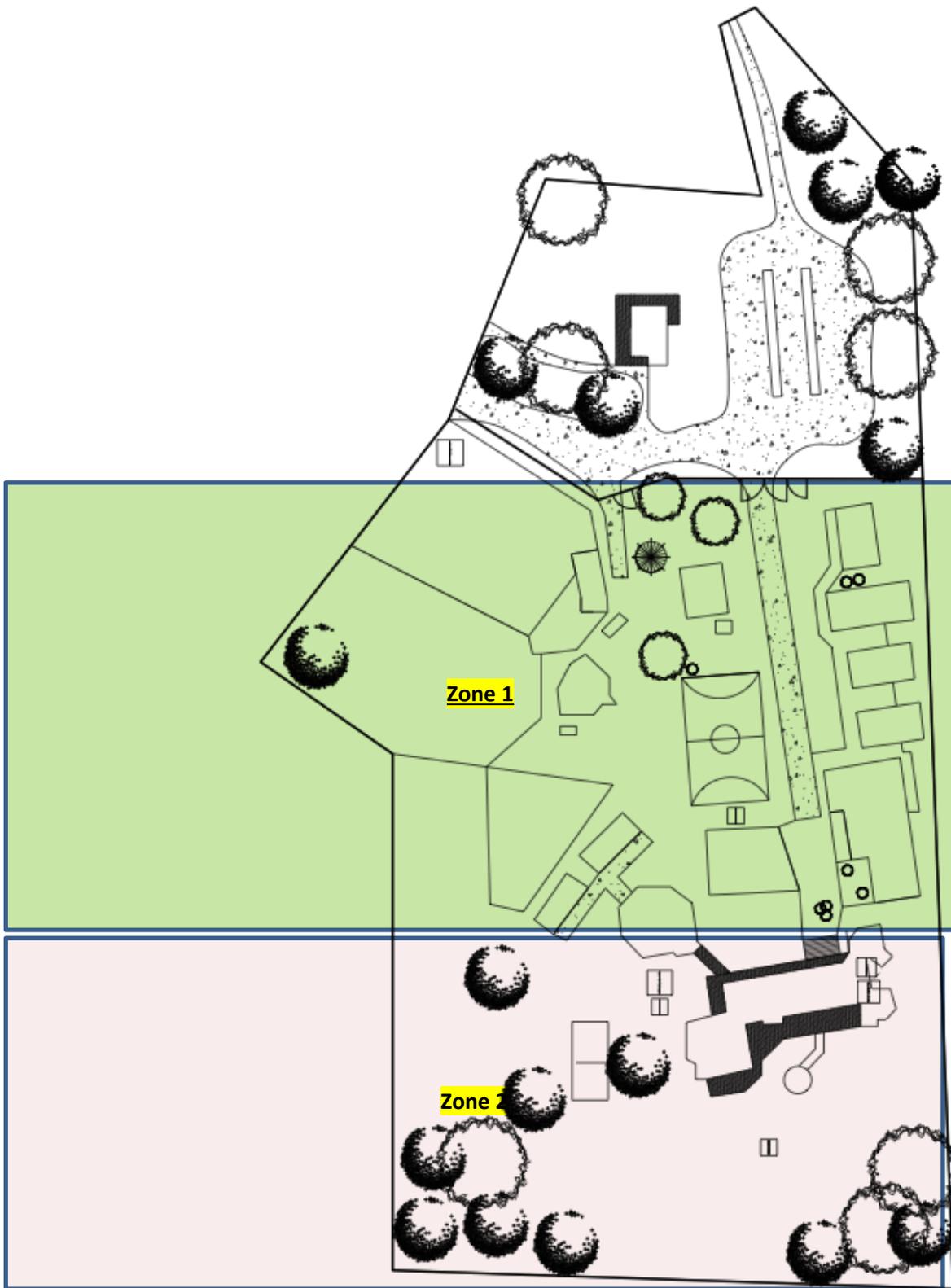
Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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.

FURTHER INFORMATION AND RESOURCES

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

EVALUATION:

This policy was last ratified by School Council in September 2019 and should be reviewed by September 2020.

Signed:

..... School Council President

..... Principal