

# YARD DUTY AND SUPERVISION POLICY

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Kurnai 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.

## Before and after school

Kurnai College's grounds are supervised by school staff:

University Campus: 8:00am – 8:25am and 2:50pm – 3:15pm

Churchill Campus: 8:05am – 8:25am and 2:45pm – 3:25pm (buses), 2:45pm – 3:10pm (gate on Northways Road)

Morwell Campus: 8:10am – 8:35am and 2:45pm – 3:10pm

Outside of these hours, school staff will not be available for general supervision of students.

During these times, active supervision is maintained near bus set down points only. Passive supervision is maintained by staff throughout the campuses.

Students who wish to attend school outside of these hours should make arrangements with a staff member who will then arrange supervision. Students may attend scheduled homework/catchup/study groups as per individual campus arrangements which vary from time to time.

Students at the University Campus are free to use the Campus Library until it is closed by the cleaners at 6:30pm, however no supervision is provided beyond 4:00pm. Students may be required to complete assessment redemption tasks. In this case, parents/carers will be contacted regarding arrangements, and supervision will be provided until all students have completed the tasks.

## Yard duty

All teaching staff at Kurnai 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 Kurnai College, school staff will be designated a specific yard duty area to supervise.

### **Yard duty zones – Please refer to [Appendix 1](#)**

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 or be issued to individuals.
- Be at their designated supervision area at their rostered time, including before and after school duties.

### **Yard duty responsibilities**

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

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in
- 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 on Compass as appropriate
- 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 staff member 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 staff member needs to leave yard duty during the allocated time, they should contact the Campus Principal or Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should call or send a message to the office/Campus Principal/Assistant Principal and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

## 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, they should first contact a colleague 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

## Digital devices and virtual classroom

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

Kurnai College 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 in the library, or attend their scheduled classes.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms (eg Blended Learning, or Victorian Virtual School) from home:

- student attendance will be monitored on a regular basis.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

## 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.

## 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 policy 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

Years 11 and 12 students who do not have a timetabled class during the week have this set aside as a study session. This will be timetabled as a formal attendance at Study Hall where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. As a general rule students will not be permitted to leave school grounds during these sessions although exceptions may be negotiated on a case by case basis.

### 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.

## **COMMUNICATION**

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, 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 and parent reminders are sent at the beginning of each term in our school newsletter.

## **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](#)
  - [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	11/11/2022
Approved by	Principal
Next scheduled review date	11/11/2024

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

**APPENDIX A**

**University Campus**

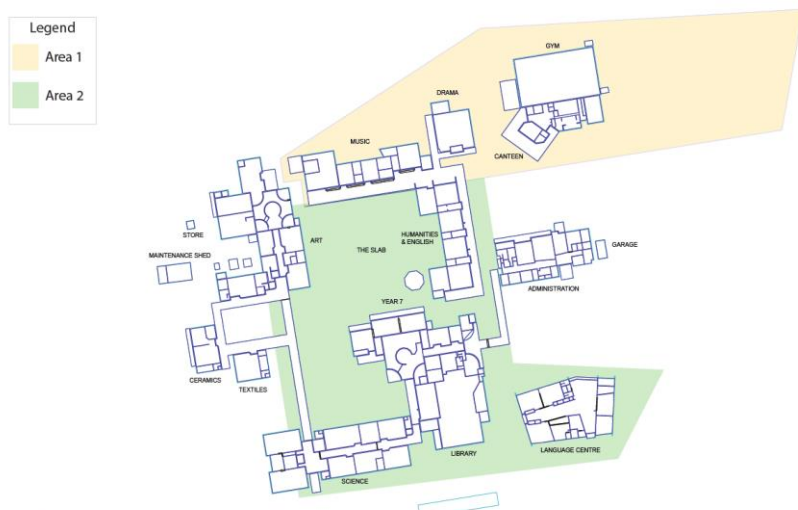
**Regular Yard Duty:** Staff are expected to supervise the avenue of the 5W and 6W Buildings and the University Cafeteria areas at recess (10:30am – 11:00am) and lunch (1:00pm and 1:50 pm)

**Bus Duty:** Staff are at the bus bay at the start of the day (8:00am – 8:25am) and at the end of the day (2:50pm – 3:14pm)

**Leisure Centre Duty:** (Terms 2 and 3 Only): Staff supervise at the Churchill Leisure Centre basketball courts at Lunch (1:00pm – 1:50pm) *if the courts have been booked.*



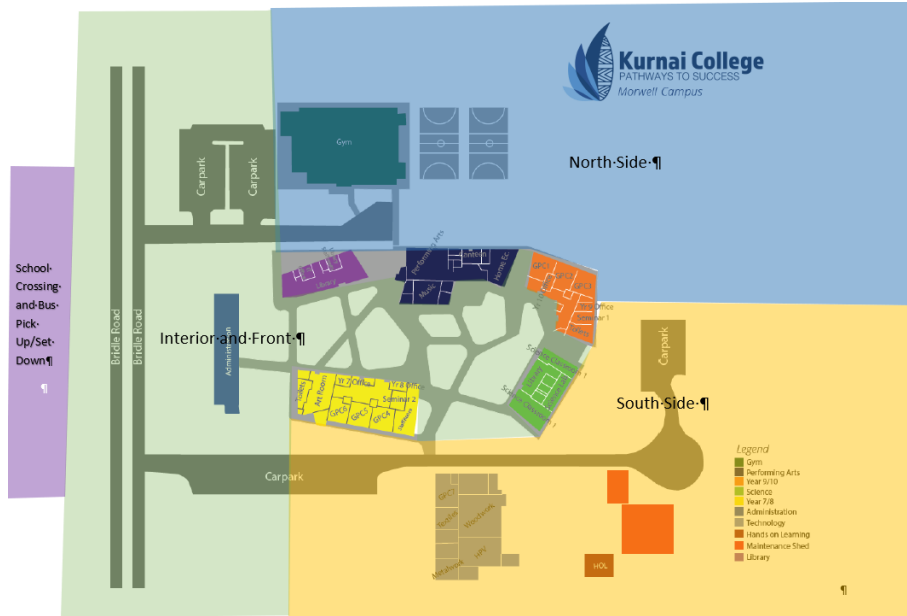
**Churchill Campus**



- Before school – 1 staff member on gate duty (Northways Road entrance).
- Recess – 1 staff member Area 1, 1 staff member Area 2

- After school- 1 staff member on bus duty – scanning the students ID cards as they get on the bus, 1 staff member on gate duty
- Staff lock Science and Art areas at beginning of recess and lunchtime

**Morwell Campus**



Staff assigned to an area.

Morning crossing: 8:10am to 8:35am

Recess: 10:40am – 11:05am

Lunch 1<sup>st</sup> half: - 1:05pm – 1:30pm

Lunch 2<sup>nd</sup> half - 1:25pm – 1:50pm

After School – 2:45pm – 3:10pm (or after arrival of last bus)