

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Roxburgh College on 99308100.

PURPOSE

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

SCOPE

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

Before and after school

Roxburgh College's grounds are supervised by school staff before school at the front entrance / Community Centre and Rear entrance, car park and oval from 8.40am to 9am. After school areas of supervision including the front of school and traffic lights from 2.50pm to 3.10pm. Outside of these hours, school staff will not be available to supervise students.

Any changes to Yard Duty Supervision will be notified on the college website.

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

Students who wish to attend school outside of these hours are encouraged to sign in and out of the front office and attend the library which is open between 8.30am to 4.30pm.

Yard duty

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

The Principal and /or Timetabler or Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Roxburgh College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school Term 1, 2022.

Zone	Area
Zone 1	Canteen
Zone 2	Middle Courtyard, Science wing, G4/5
Zone 3	Middle Basket Ball Courts, Portables 5-12, Art block
Zone 4	Oval
Zone 5	Soccer Field, Basket Ball courts
Zone 6	College Green, Portables 1-4. TSC
Zone 7	Senior School courtyard, Hospitality and Admin/Library area
Zone 8	Senior School Toilets
Zone 9	Middle School Toilets
Zone 10	Junior School Toilets

- Methodically and continually move around the designated zone.
- ensure students remain in their designated year level zones
- be alert and vigilant, supervise student behaviour.
- 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 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 Daily Organiser and/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 send a message to the general office and/or Daily Organiser 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 general office/ Daily Organiser/Year Level Coordinator/Assistant Principal 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.

Digital devices and virtual classroom

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

Roxburgh 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 school library or Year Level Co-ordinators office.

Remote or virtual learning from home

Remote or virtual learning from home will only occur, if directed by the Department of Education. While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored every timetabled class.
- 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

Year 12 students only will have one study block of four sessions per week. This will be timetabled as a formal private study session in the Senior School Study Centre where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions, unless authorised by the Senior School Manager and/or Assistant Principal

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.

After School – Home work Club - Library

Any student may choose to attend Homework Club in the Library each Monday to Thursday after school from 3pm to 4.30pm. Students will be supervised by the Library staff. Student Tutors will attend to assist students with their school work.

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
- Included in our staff handbook
- Included as a reference in our school newsletter.
- 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

- 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	6 December 2021
Approved by	Principal
Next scheduled review date	December 2022

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