



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

### SCOPE

This policy applies to all teaching staff at Mentone Girls' Secondary College, including 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

Mentone Girls' Secondary College grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students unless organised directly.

Before School Monday during Briefing	
<b>Front</b>	Supervise students in yard and corridors around Hall, North wing and Gymnasium.
<b>Middle</b>	Supervise students in Canteen and Library Quadrangle, Middle School Block and Year 9 Learning Centre.
<b>Back</b>	Supervise students in yard and Science Block, Technology Building, Art Building, Oval and Portables.
Before School Monday to Friday	
<b>Balcombe Road</b>	Supervise student arrival along Balcombe Rd boundary.
<b>Charman Road</b>	Supervise student arrival along Charman Rd boundary.

After School Monday to Friday	
<b>Tech Gate</b>	Supervise student departure through gate near Technology Centre.
<b>Corner</b>	Supervise student departure through gate on Balcombe /Charman Road Corner including correct use of crossing.
<b>Balcombe Rd Bus stop</b>	Supervise student departure on the Balcombe Road Bus stop and the driveway gate on the West side of the car park.

Students who wish to attend school outside of these hours can access the library where a member of staff will be present between the hours of 8am and 5pm daily. All other areas in the school will not be supervised.

#### Yard duty

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

The Timetabler and Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At MGSC, staff will be designated a specific yard duty area to supervise.

#### **Yard duty zones**

The designated yard duty areas for our school as at Term 2, 2022 are:

Recess and Lunchtime	
<b>Area A</b>	Surrounding the library, Administration offices, Year 9 rooms, Middle School toilet block.
<b>Area B</b>	Tennis Court asphalt area, Junior Learning Centre, Junior School toilets, Room 18, 19, 20 Junior locker area.
<b>Area C</b>	Surrounding the VCE Centre, Food Technology and Computer rooms, canteen quadrangle and along Charman Road fence.
<b>Area D</b>	Surrounding the Art area, Senior toilets, portables and yard.
<b>Out of Bounds</b>	The front of the school facing Balcombe Road. The rear carpark and bus shed facing Charman Road, the oval and the running track.
<b>Gym</b>	This is for the second-half of lunch only and is usually a PE staff member.
<b>Library Duty</b>	Staff should circulate throughout the library.

### Yard duty times

<b>Monday – Friday DUTY TIMES</b>		
<b>Before school</b>		<b>8.30 – 8.45 [15]</b>
<b>Recess</b>		<b>10.05 – 10.25 [20]</b>
<b>Lunch – Yard</b>	<b>First half</b> <b>Second half</b>	<b>1.05 – 1.30 [25]</b> <b>1.30 – 1.55 [25]</b>
<b>Lunch – Gym</b>		<b>1.30 – 1.55 [25]</b>
<b>Lunch – Detention</b>		<b>1.15 – 1.40 [25]</b>
<b>After school</b>		<b>3.15 – 3.30 [15]</b>
<b>College Assembly Days (4 lessons of 63 minutes each)</b>		
<b>Before school</b>		<b>8.30 – 8.45 [15]</b>
<b>Recess</b>		<b>9.53 – 10.18 [25]</b>
<b>Lunch – Yard</b>	<b>First half</b> <b>Second half</b>	<b>1.17 – 1.42 [25]</b> <b>1.42 – 2.07 [25]</b>
<b>Lunch – Gym</b>		<b>1.42 – 2.07 [25]</b>
<b>Lunch – Detention</b>		<b>1.27 – 1.52 [25]</b>
<b>After school</b>		<b>3.15 – 3.30 [15]</b>

- Full time teaching staff have approximately 90 minutes of yard duty per cycle. This could be as many five supervision sessions, i.e. 4 @ 15 minutes + 1 @ 25 minutes = 85 minutes. Part time teachers have yard duty on a pro-rata basis.
- There are shared times during the day when all teachers exercise duty of care. These are:
  - in the buildings between 8.30am – 8.45am
  - during travel times, i.e. after the 5 minute warning bell
  - at the beginning and end of recess and lunchtime
  - in the buildings at the end of the day

### Yard Duty on Wet & Cold Days

An announcement will be made at the start of recess and lunchtime. Yard Duty teachers should open wet day rooms and ensure students in wet day rooms are supervised. No food or drink is to be consumed in classrooms and rooms should be left in a tidy state ready for the following lesson.

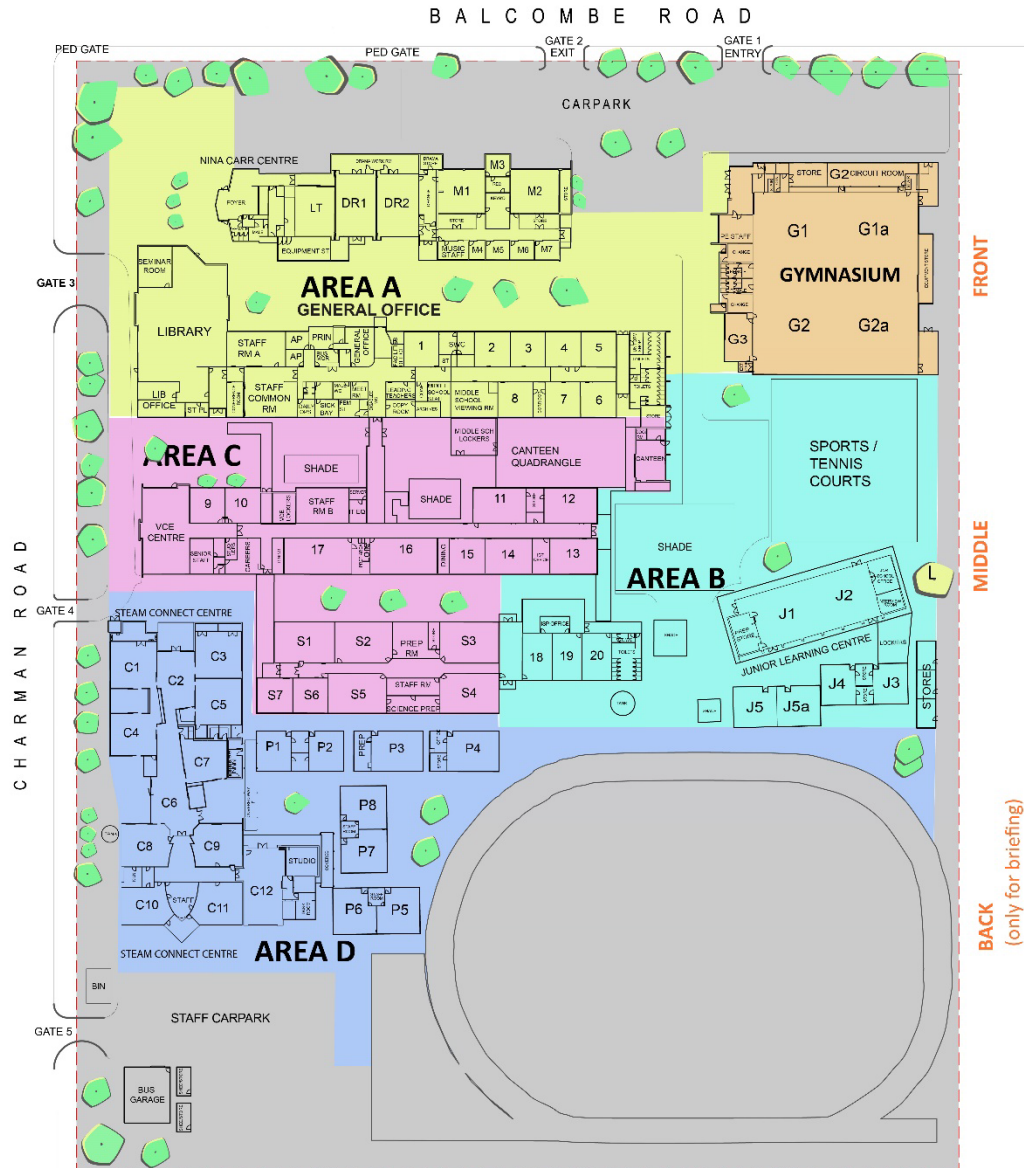
### **Staff in the following areas are to relocate to the alternative area/duties:**

<b>A</b>	<b>Relocate to the Middle School Area Wet/Cold Day Rooms:</b> Year 9 – Rooms 1, 2 and Year 10 – Room 6 & 7. Include the Middle School Toilets in your supervision and patrol the Middle School Corridor to ensure it is clear of students.
<b>B</b>	<b>Relocate to the Junior Wet/Cold Day Rooms:</b> Year 7 and Year 8 Rooms – Junior Learning Centre (JLC). Include the Canteen and Junior School Toilets in your supervision. <b>Remain in yard</b> circulating throughout all covered areas.
<b>C</b>	<b>Relocate to the Library foyer</b> to monitor student numbers/behaviour and work with Library staff to clear foyer when Library is closed.
<b>D</b>	<b>Relocate to the VCE Centre.</b> Include Rooms 9 and 10, Careers Room and VCE Locker Area and corridor.

Rooms for wet/cold days (Recess and Lunchtime)

Year 7	JLC	Year 10		6 & 7
Year 8	JLC	Year 11		9 & 10
Year 9	3 & 8	Year 12		VCE Centre

**YARD DUTY**  
November 2020



	<b>AREA A</b>		<b>AREA C</b>
	<b>AREA B</b>		<b>AREA D</b>
	<b>GYM</b>		<b>OUT OF BOUNDS</b>

At recess and lunchtime the oval and running track are out of bounds

**Wet Weather Yard Duty**  
 Area A - Middle School corridor  
 Area B - Science corridor & ICT corridor  
 Area C - Library / Foyer  
 Area D - VCE Centre

### Yard duty equipment

#### **School staff must:**

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be kept in staffrooms.
- first aid bags will be stored in First Aid room. Send for assistance if required.
- Be familiar with the yard duty information pack containing student health and safety information in staff handbook
  - Staff on outside yard duty at recess and lunchtime should model appropriate sun smart behaviour by wearing a hat during Terms 1 and 4.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

#### **Yard duty responsibilities**

##### **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.
- Relieve any staff member on a previous shift at the expected time, e.g. 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.
- Contact the Director of Personnel & Daily Operations if the supervising teacher is unable to conduct yard duty at the designated time. Reasonable notice prior to the relevant yard duty shift is required to ensure that alternative arrangements are made.

##### **If you see someone, who is clearly not one of our students, please:**

- Ask some questions as to their purpose for being at the school.
- Ask them if they have signed in at the General Office – if they have then they will have a visitor pass.
- Escort them to the General Office (if you feel comfortable) if they have not signed in. If they are not cooperative, then please send another staff member or a responsible student to the general office to let a member of the Principal Team know.

##### **To ensure a Child Safe environment at MGSC:**

- All visitors to the school need to sign in at the general office.
- All contractors (i.e. electricians, plumbers, etc.) have undertaken an induction process at the school and have a valid WWCC.
- All other visitors (i.e. guest speakers, delegations, etc.) must be accompanied by a staff member at all times.

If the supervising teacher unexpectedly needs to leave yard duty during the allocated time, they should contact Daily Organisation or an Assistant Principal. They should not leave the designated area until the relieving teacher has arrived in the designated area (if possible).

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the Daily Organisation or Assistant Principal 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.

If the Circuit Room is being supervised, there should be no other students in the Gym unless another member of staff is with them. In the Circuit Room try to get as many participants as possible to use the sign-on sheets and to follow the formal program in the filing cabinet. If there are sports teams training, their teacher coach must be with them.

Supervision of year level activities may be required but sports training takes precedence provided the coach is there to supervise.

If you are on duty in the gymnasium you are expected to:

- Check there is no eating or drinking (except sealed sports bottles).
- Check there is no wearing school shoes on the court surfaces. In the Circuit Room students must have shoes.
- Check that only students with a legitimate purpose should be in the gym.
- Monitor change rooms, toilets.
- Ensure that any equipment borrowed by students is checked in and out.
- Help staff with booking the gym as required.

If there is to be an activity with invited spectators and participants, ensure there are at least two other staff there with the activity.

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.

#### 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 Daily Organisation or 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. See Camps and Excursions policy.

#### Digital devices and virtual classroom

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

If a student is participating in remote and virtual learning from home, parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through Compass
- 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 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

VCE students who have study periods during the school day are expected to be in either the Library or the VCE Centre. If their study period is the beginning of their school day, then they may arrive in time for the first timetabled class for that day. If their study period is at the end of their school day, then they may leave the school grounds at the end of their last class for the day.

#### 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
- Included in our staff handbook
- Made available in hard copy from school upon request

Information for parents and students on supervision before and after school is available on our school website and student handbooks.

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	June 2022
Approved by	Linda Brown, Principal
Next scheduled review date	June 2024

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