

YARD DUTY AND SUPERVISION POLICY



PURPOSE

The purpose of this policy is to explain to staff Taylors Lakes Secondary College'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 Taylors Lakes Secondary College, 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

Taylors Lakes Secondary College's grounds are supervised by school staff from 8.30am until 8.50am before school and from 3.04pm until 3.25pm after school. Outside of these hours, school staff will not be available to supervise students. Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period.

Students who may wish to attend school outside of these hours are encouraged to use the College Library which is open from 8.15am to 4.30pm.

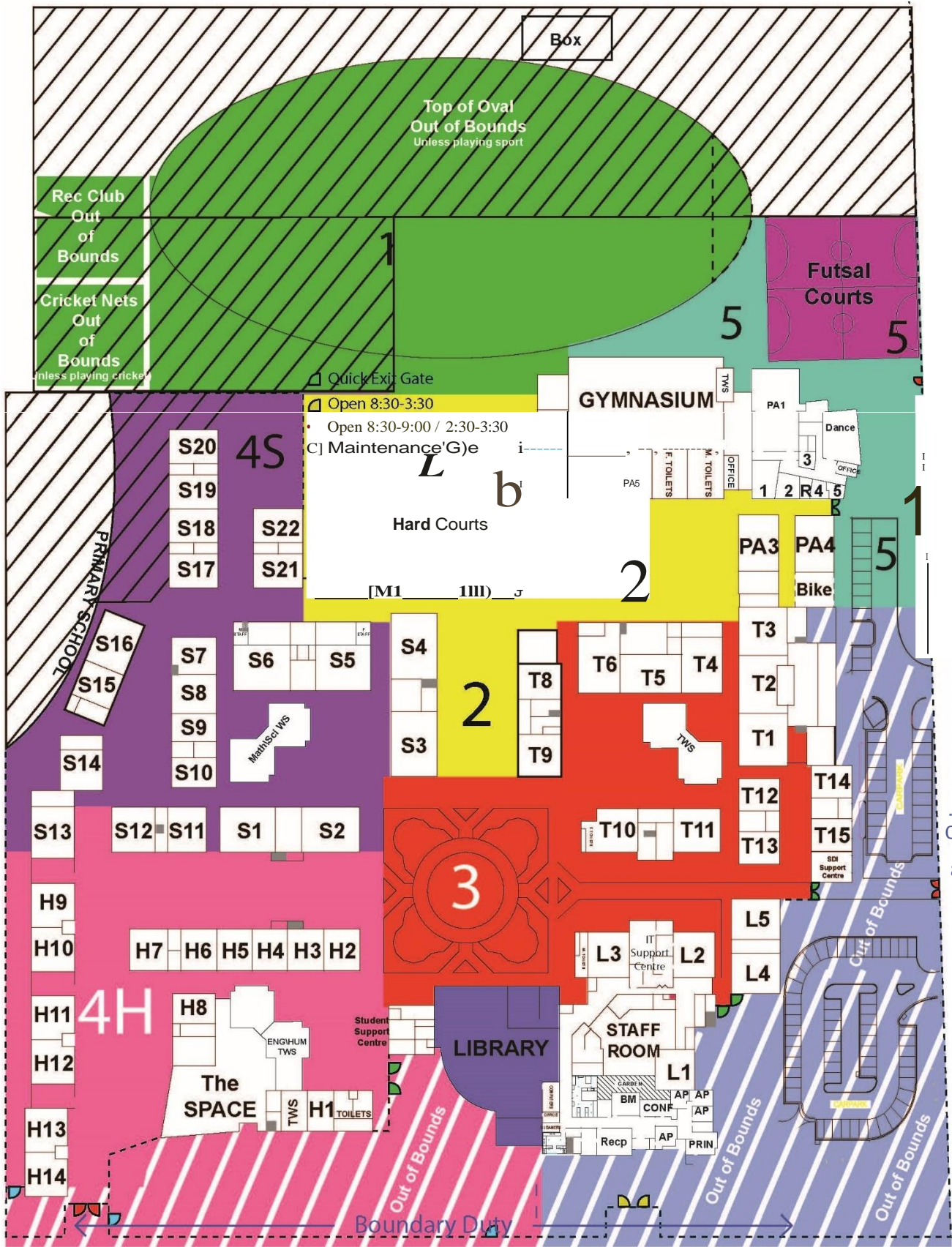
Yard duty

All staff at Taylors Lakes Secondary College are expected to assist with yard duty supervision and will be included in a weekly roster.

The Daily Organiser and Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Taylors Lakes Secondary College [school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school (as at Term 1, 2020) are as outlined on the following page.

Staff should familiarise themselves with the details of their designated yard duty area by reading the Yard Duty arrangements document which is updated annually and communicated to all staff at the beginning of each school year.



On 20/11/2024
 Prepared by: [illegible]
 Checked by: [illegible]
 Approved by: [illegible]

School staff must wear their provided safety/ hi-vis vest whilst on yard duty. All staff are provided with their own safety vest. Additional vests (including for use by CRTs) can be located in the Daily Organiser's Office.

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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents as appropriate on Compass.
- Carry a mobile phone

If being relieved of their yard duty shift by another staff member (for example, at lunchtime), 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 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 teacher needs to leave yard duty during the allocated time, they should contact the Front office, 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 call/send a message to the General office or call an Assistant Principal on the designated Yard duty phone number 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.

Any student who is given permission to leave the classroom should have a signed note by the teacher recording the time and where they are going to. This can be placed in the back of the Student's Planner.

If a student fails to return it the agreed/reasonable time, the teacher should alert the General Office.

Any student who asked to stand outside of the room as part of a disciplinary measure should remain in the site of the teacher and returned to the room in no longer than 5 minutes.

The school must receive permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hour

Students must be signed out of the school if departing prior to dismissal time.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact another member of staff for assistance and this be reported to the Daily Organiser or a member of the Principal Class. 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.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on 9th June, 2021 and is scheduled for review in May 2025. This policy will also be updated if significant changes are made to school grounds that require a revision of our Yard Duty and Supervision Policy.