



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Cohuna Secondary College on 03 5456 2555 or [cohuna.sc@education.vic.gov.au](mailto:cohuna.sc@education.vic.gov.au).

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Cohuna Secondary 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

Cohuna Secondary College's 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.

Before and after school, school staff will supervise the area around the internal courtyard of the college and school corridor.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or Assistant Principal will, organise a designated area for students to wait until supervision begins. 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 in the future.

If a student is not collected before supervision finishes at the end of the day, the Principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to: **sign in and out of the front office and attend the designated room for study.**

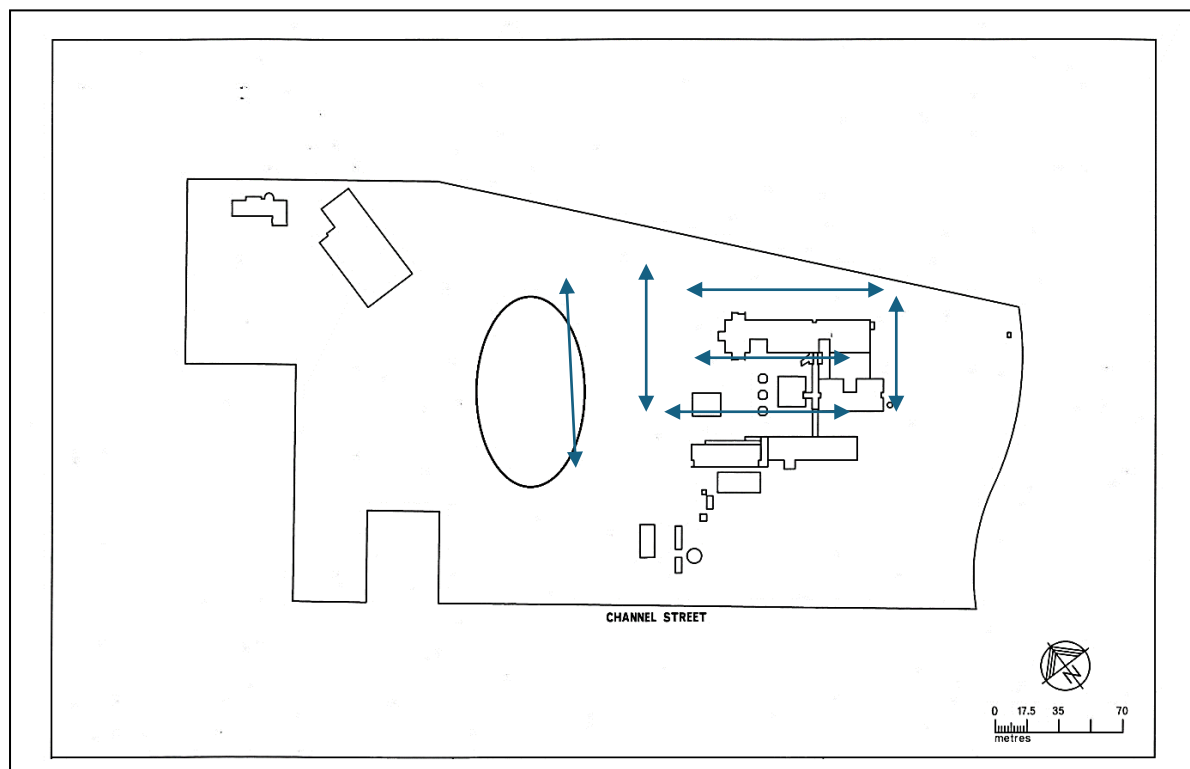
### **Yard duty**

All staff at Cohuna Secondary College are expected to assist with yard duty supervision and will be included on the roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Cohuna Secondary College, school staff are required to rotate around all areas of the school including the front of the school, around room 10, through the Hayshed, around the front of the Art/VCD/Woodwork/ and Science rooms, around the canteen and basketball area.

### **Yard duty areas**

The designated yard duty areas for our school are indicated by the arrows.



### **Out of bounds areas include:**

- behind the art/wood/science block unless with teacher supervision
- Vegie garden unless supervised by a staff member
- Around the garages, and back of auto shed



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the pigeon holes in the staff workroom.
- carry a mobile phone on them whilst on yard duty

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

## 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:

- carry a mobile phone with them while on duty
- know the location of the anaphylaxis pen which is stored in the clearly labelled draw in the front office
- methodically move around the designated zone ensuring active supervision of all students
- call for help to support any dangerous and inappropriate behaviour
- staff are required to move in a clockwise or anticlockwise position, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have signed in at the front office (excluding drop off and collection periods). Please alert the Principal as soon as possible.
- 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 XUNO

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 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 staff member 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 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 office/call Principal/Assistant Principal, etc 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 the Principal/Assistant Principal/Year Level Coordinator 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 [Excursions Policy](#).

### **Digital devices and virtual classroom**

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

Cohuna Secondary 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. Students will undertake virtual and remote learning while at school in the library or meeting room where direct visual access by staff is available.

### **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 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 have five study sessions per week. Students undertake study in the Year 12 room or library, unless they have returned their study note which has been approved by the Year 12 Coordinator and 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.



### Other areas requiring supervision

Yard duty teachers as part of their rotation around the school need to check in at the library as part of their rotation.

### COMMUNICATION

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

- Included in staff induction/handbook processes
- Discussed at staff briefings or meetings, as required
- Included as a reference in our school newsletter each term
- 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](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	5 <sup>th</sup> February 2024
Approved by	Principal
Next scheduled review date	February 2026

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