

# **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 Ararat 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**

Ararat College's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students

Students who wish to attend school outside of these hours are encouraged to sign in and out of the front office and/or report to extra-curricular activities.

### **Yard duty**

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

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

### **Yard duty zones**

The designated yard duty areas for our school are outlined below



### Yard duty equipment

School staff must wear hats and sunscreen during periods of hot weather. Staff should wear a provided safety/hi-vis vest whilst on yard duty all year round.

### 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 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 Daily Organiser 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 contact the staff member designated 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 front office 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**

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

Ararat 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.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored every 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, vocational education and training (VET), 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, and external students attending classes onsite. Refer to:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)
- [Vocational Education and Training \(VET\)](#)

### **Independent Study**

Study periods for senior students will be timetabled and held in the library 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.

### **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**

#### **VET Classes**

The safety of all students, both on campus and off campus, is of the greatest importance to Ararat College.

All external students attending VET classes at Ararat College main campus or the Ararat College Farm must sign in with the college office or school staff upon arrival. The policies outlined in this document apply to all external VET students.

Ararat College staff are required to check attendance of all students attending VET classes off campus twice daily. 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.

All students completing VET, both on and off campus, will be supervised by their VET trainer during class and practical delivery. During lunch and other breaks all students must remain on campus unless prior parental/guardian written approval has been received.

An attendance role will be taken by the VET trainer at the start of class. If a student is more than 10 minutes late or absent, the VET trainer will notify Ararat College by 10:30am on the same day. The same will occur after lunch break and an email will be sent to Ararat College by 2pm if the student is more than 10 minutes late or absent.

Lunch and other breaks will be determined by the VET trainer.

#### **School Farm**

##### **Farm Campus Schedule**

The schedule at the School Farm is pursuant to the timetable classes which is subject to change in

accordance with daily organisation.

Classes at the School Farm run to the same timetable as the main campus. When classes are scheduled at the School Farm the campus is supervised from 8:35am to 3:25pm. Students are not permitted to wander the campus freely during this time. They must stay within the supervised areas, unless given permission and accompanied by a staff member.

### **Before and after school**

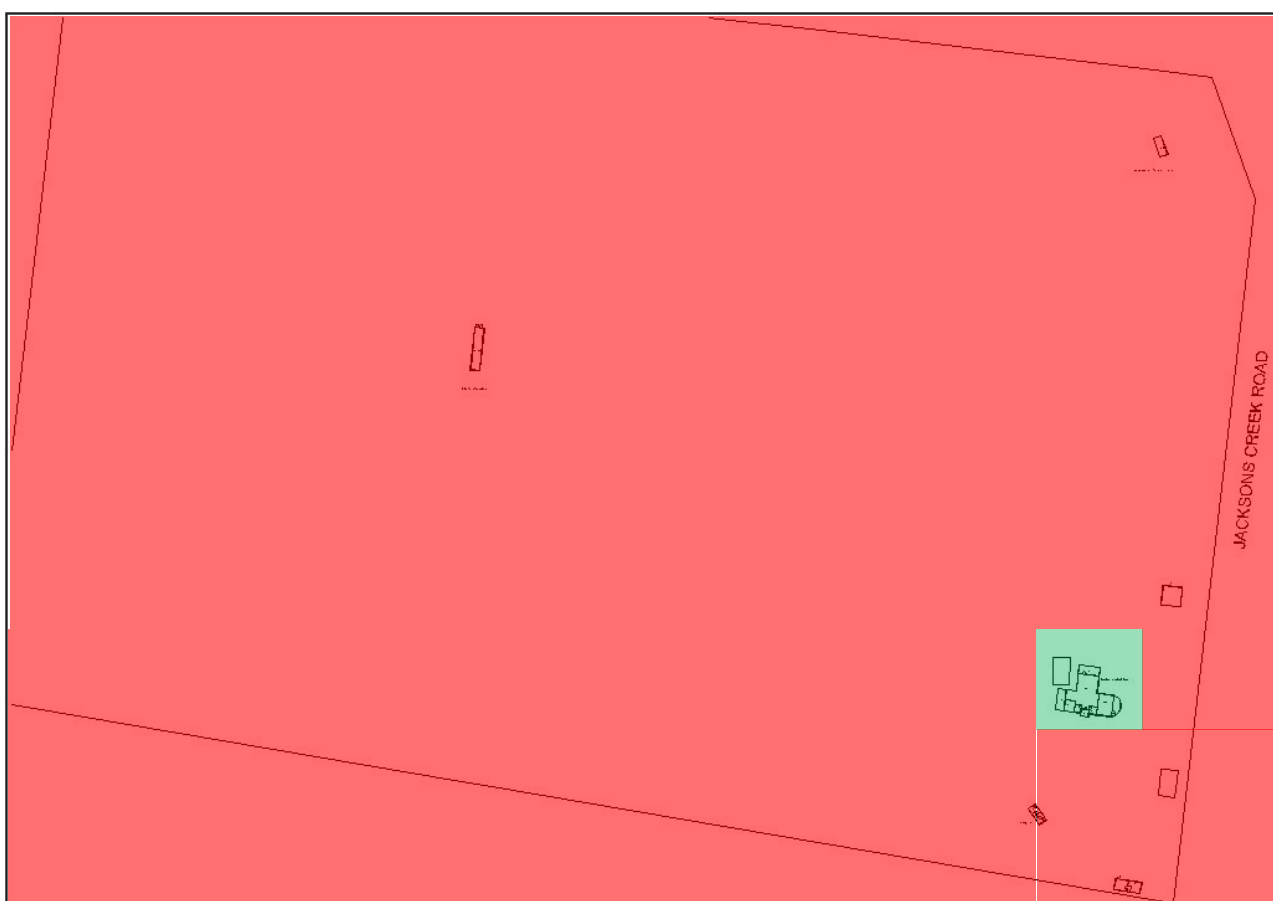
The Ararat College School Farm grounds are supervised at all times whilst students are on campus. Outside of classes scheduled at the School Farm, students are not expected to be on site and school staff will not be available to supervise students.

Students are not permitted to attend this campus outside of timetabled classes.

### **Yard Duty**

**Red:** Out of bounds

**Green:** Yard Duty Zone 1



All staff rostered to teach or support at the School Farm are expected to assist with yard duty supervision at all times whilst on campus. This includes before, during and after classes, as well as all break times (recess and lunch).

### **Yard duty equipment**

School staff must wear hats and sunscreen whilst outdoors during periods of hot weather.

### **Yard duty responsibilities**

Staff who are rostered at the School Farm must remain aware of the locations of all students for the duration of their time there.

During yard duty, supervising school staff must:

- Ensure 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 as appropriate

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

## **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 the staff handbook

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](#)
  - [Vocational Educations and Training \(VET\)](#)

- [Visitors in Schools](#)
- [Work Experience](#)

**POLICY REVIEW AND APPROVAL**

**Policy last reviewed:** 28<sup>th</sup> November 2022

**Approved by:** Principal

**Due for review:** 28<sup>th</sup> November 2024

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