



## YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Edenbrook Secondary College reception.

### **PURPOSE**

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

### **SCOPE**

This policy applies to all teaching and non-teaching staff at Edenbrook 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**

Edenbrook Secondary College grounds are supervised by school staff from 08:40am until 15:23pm. Outside of these hours, school staff will not be available to supervise students.

### **Yard duty**

All staff at Edenbrook Secondary College are expected to assist with yard duty supervision and will be included in the daily bulletin.

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



## Yard duty zones

The designated yard duty areas for our school

Zone	Area
A1- After School	Henry Road
A2 – After School	Cuthbert Stadium/ Caversham Drive
A3	Hard Courts
A4	Courtyard
A5a	Florey Centre
A5b	Henry Road
A6	Learning Neighbourhood
A7	Between Both Learning Neighbourhoods

YARD DUTY MAP



X = Doors  
 = Out of Bounds

<b>A1- Henry Rd After School Lock Gate</b>
<b>A2 – Caversham Drive – After School lock gate</b>
<b>A3 – Hard courts</b>
<b>A4 – Courtyard – Bring out sports Equipment from Visual Arts Building for students on the hardcourts – Take student card from student before giving Equipment. Make sure door is kept locked unless a student needs to use the toilet.</b>
<b>A5a &amp; b- Florey Centre</b> 5a -Before School open doors to Florey Centre at 8:45am Move into locker Bay to support students and encourage good behaviour. 5b – Lunch time walk around Florey Centre and open door when Music begins for end of lunch (L2)
<b>A6 – Learning Neighbourhood</b> Before school open door for lockers at 8:45. Move into locker Bay to support students and encourage good behaviour. Recess/Lunchtime – Ensure Students move quickly from lockers and food is consumed outside, lock doors so no students are inside. Toilets are in VA building
<b>A7 - Support LN staff member to encourage students out of building. Walk between LNs (and VA/Admin) - this area is out of bounds for all students except for:</b> <ul style="list-style-type: none"> <li>• students in isolation with Sub-school</li> <li>• students visiting Library/IT/Wellbeing/Reception</li> </ul> <b>Actively monitor the area between the four buildings and move on students</b>



### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Staffroom and are to be returned here if not given to the relieving staff member on duty.

### **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 (excluding drop off and collection periods)
- 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 a Compass chronicle
- 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 Daily Organisation 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 Daily Organisation 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 Daily Organisation 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 Daily Organisation 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 and Training [Excursions Policy](#).



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

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

### **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**

Not applicable at this time.

### **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
- On our school website
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Available on Compass under school documentation
- 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](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)



## **POLICY REVIEW AND APPROVAL**

<i>Policy last reviewed</i>	<i>October 2022</i>
<i>Approved by</i>	<i>Principal</i>
<i>Next scheduled review date</i>	<i>October 2024</i>

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