**YARD DUTY AND SUPERVISION POLICY**

**Help for non-English speakers**

If you need help to understand the information in this policy please contact Manangatang P-12 College.

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Manangatang P-12 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

Manangatang P-12 College’s grounds are supervised by school staff from 8.30am until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, staff will be available to supervise the bus drop off area and yard as follows:

**Before School/Buses (8.20am - 8.45am)**

* Unlock exterior doors, including toilets.
* Supervise bus arrivals from 8.25am at bus parking area.
* Patrol grounds until first bell.
* On Tuesday, Wednesday and Thursday mornings supervise the pre-schoolers’ bus change.

## Recess (10.55am - 11.15am)

* Patrol grounds.
* Ensure that no student is in a classroom without supervision.
* Ensure that all students who are outside are wearing hats (September to April).

## Lunchtime (1.20pm - 1.40pm and 1.40pm – 2.00pm)

* Supervise the distribution of lunch orders at the Student Kitchen.
* Patrol grounds.
* Ensure that all students who are outside are wearing hats (Sep to Apr).
* Ensure that no student is in a classroom without supervision.
* On hot days or wet days, the duty teacher may announce that Room 6 may be used as a lunch room. This room will need surveillance. Primary students are to go to their own classrooms.

## Afternoon Bus Duty (3.05pm - 3.25pm)

* The teacher meets the students at the Rotunda. Students need to be orderly and assembled **in bus groups** to allow efficient roll marking.
* The rolls are collected from the Office by each Bus Monitor and then carefully marked.
* The teacher then collects all rolls and escorts the students to the bus parking area.
* All buses must be stationary before students commence to board.
* The teacher remains at the bus parking area until all buses have departed.

Parents and carers should not allow their children to attend Manangatang P-12 College outside of these hours.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, 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.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member 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.

Senior students who wish to attend school outside of these hours are encouraged to sign in and out of the front office and work in the room adjacent to the front office.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard duty

All staff at Manangatang P-12 College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Manangatang P-12 College, school 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 1 2023 are:

|  |  |
| --- | --- |
| **Zone** | **Area** |
| Zone 1 - Blue | Oval and Gazebo |
| Zone 2 - Red | Primary area |
| Zone 3 – Green | Basketball courts |



**Yard duty equipment**

School staff must:

* wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff room.

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:

* methodically move around the designated zone ensuring active supervision of all students. The teacher must be present at all times in the allocated area, walk the area indicated so adequate supervision of all the yard and buildings is maintained.
* Ensure yard is litter free (all students are responsible for the cleanliness of the yard and rooms, therefore, it is preferred that any student or group of students near litter, be asked to pick it up and place it in a bin).
* Regular inspections of toilets should be made
* 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)
* ensure students remain in their designated year level zones
* 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 or near misses as appropriate on Comp[ass or Incident Notification Form (required for any injuries that occur).

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 shouldcontact 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 Organiserbut 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 call the office 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 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy).

## Digital devices and virtual classroom

Manangatang P-12 College follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Manangatang P-12 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, break out spaces and appropriate classrooms.

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

* student attendance will be monitored by recording attendance for every class on 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 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.

## For secondary school students undergoing 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](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
* [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)
* [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)
* [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)

## For secondary school students undergoing Independent Study

Year 11 and 12 students will have supervised study sessions, 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.

**COMMUNICATION**

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

* Included in staff induction processes
* Discussed at staff briefings or meetings, as required
* Included in our staff handbook
* 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](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
	+ [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
	+ [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
	+ [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
	+ [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)
	+ [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)
	+ [Structured Workplace Learning](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
	+ [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
	+ [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
	+ [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)

**POLICY REVIEW AND APPROVAL**

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| --- | --- |
| Policy last reviewed  | 15 March 2023 |
| Approved by  | Principal |
| Next scheduled review date  | March 2025 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Manangatang P-12 College’s yard duty and supervision arrangements.