YARD DUTY AND SUPERVISION POLICY 2022-2024

Help for non-English speakers

If you need help to understand the information in this policy, please email the General Office cranbourne.east.sc@education.vic.gov.au.

PURPOSE

The purpose of this policy is to explain to staff Cranbourne East 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 Cranbourne East 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

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. All teaching staff at Cranbourne East Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

The Assistant 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. They are also responsible for preparing and communicating the yard duty roster on a regular basis. At Cranbourne East Secondary College, school staff will be designated a specific yard duty area to supervise.

Before and after school

Cranbourne East Secondary College's grounds are supervised by school staff from 8:35am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. The four pedestrian entry and exit points are supervised before and after school.

City of Casey provide a crossing guard near each of these entry/exit points.

Students who may wish to attend school outside of these hours are to be supervised by a staff member by prior arrangement. Each student must have their attendance marked on a roll.

Times:

Duty	Start	Finish	Minutes
Before School	8:35	8:50	15
Recess	10:56	11:20	24

Duty	Start	Finish	Minutes
L30	13:16	13:46	30
L20	13:42*	14:02	20
After School	15:00	15:15	15

*There is a 4min overlap between L30 and L20 to ensure duty areas are always supervised. IF YOU DON'T have a 30min break between 11:30 and 14:30 then the start time for L20 is 13:46 to give you the required 30min break, ie 13:16 to 13:46.

Extreme Weather:

Extreme weather may include extremes of temperature, wind, or rain. A decision will be made by a member of PCO on the day. Students may still be outside during extreme weather days.

Supervision of students inside is organised by Year Level Leaders outside year level offices on these days. This means that Yard Duty locations do not change except for the following exceptions:

- LRC goes to YP07-10 for year 10 students
- SOC.NTH goes to OP05-08 for VCAL students

Umbrellas have been provided to each year level office. It is advisable that you're equipped with appropriate clothing and footwear, e.g. shoes as per OH&S requirements during DTC class duties.

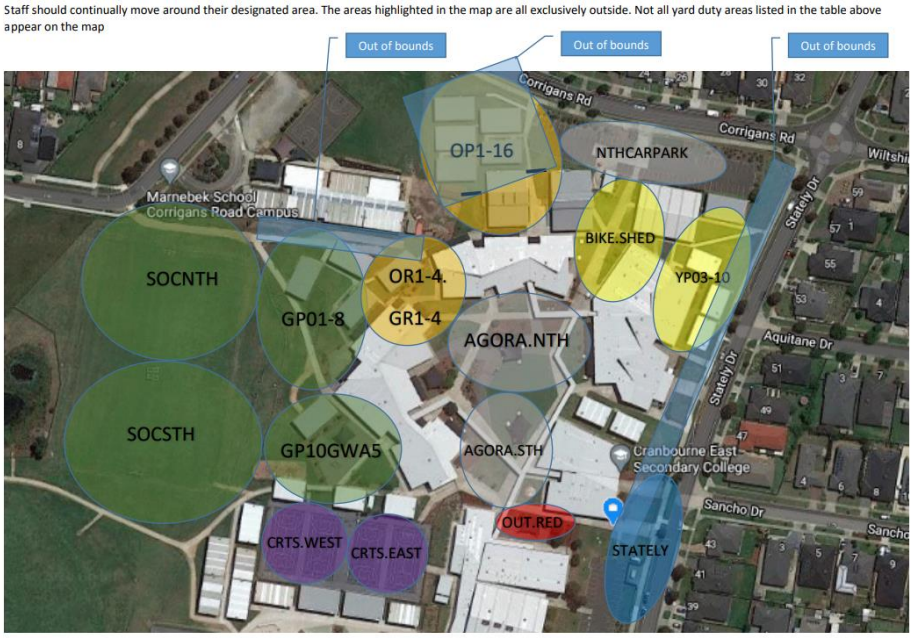
YARD DUTY

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

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

YARD DUTY ZONES

The designated yard duty areas for our school are available in Compass/School Documentation/Yard Duty/Yard Duty Guidelines. Staff should actively check out of bounds areas for students, see map within Yard Duty Guidelines document.



YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are available from the Daily Organiser.

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
- 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 relevant disciplinary measures set out in Cranbourne East Secondary College'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 EduSafe.
- 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

If being relieved of their yard duty shift by another staff member, 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 Daily Organiser 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 contact your year level office or front office 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.

If a student needs to attend sickbay they should be sent with another student and with an 'out of class' pass. If the student is too unwell to make their way to sickbay then two students should be sent for assistance with an 'out of class' pass. Students should never be left unsupervised.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the nearest year level office or Assistant Principal 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. 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

CESC follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

CESC will also ensure appropriate supervision of students participating in virtual classes while on school site. In these cases, students will be supervised in the library or Study Hall

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

Students with a study block will be timetabled as a formal 'study hall' 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.

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 CESC staff handbook and Compass 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - Child Safe Standards
  - Cybersafety and Responsible Use of Technology
  - Duty of Care
  - Excursions
  - Supervision of students
  - Visitors in Schools

POLICY REVIEW AND APPROVAL

Policy last reviewed	9/8/22 – Dina Mingos
Approved by	Principal – Meagan Cook
Next scheduled review date	2024 – mandatory minimum review cycle for this policy is 2 years

Reviewed: Term 3 2022
Date of Next Review: Term 3 2024

This policy will be updated if significant changes are made to school grounds that require a revision of the CESC Yard Duty and Supervision Policy.

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