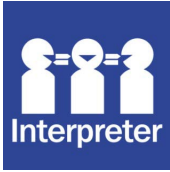


YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

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

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Carwatha College P-12, 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

Carwatha Colleges' grounds are supervised by school staff from 8:30am until 3.25pm. Outside of these hours, school staff will not be available to supervise students.

School staff will supervise the Secondary Locker Bays, Primary Playgrounds (Upstairs & Downstairs) and VABCD Blocks before and after school hours.

Parents and carers will be advised through a notification on our school website, regular reminders in our newsletter and weekly briefing notes that they should not allow their children to attend Carwatha College P-12 outside of these hours. Families will be encouraged to contact Carwatha College P-12 on 9795 5848 or refer to information about the before and after school care facilities available to our school community.

If a Primary 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.
- place the student in an out of school hours care program (if available and the parent consents)

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
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard duty

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

The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Carwatha College P-12, [school staff will follow a specific yard duty roster

Yard duty zones

The designated yard duty areas for our school as at Term 2, 2024 are:

Zone	Area
Primary Upstairs	<ul style="list-style-type: none"> • Check toilets. • Check behind portables. • Check library garden area. • Check E block courtyard.
Primary Downstairs	<ul style="list-style-type: none"> • Check primary canteen area. • Check behind basketball courts. • Check behind big playground area.
Secondary Canteen / S Block / Soccer Oval (CS)	<ul style="list-style-type: none"> • Check the Canteen toilets. • Check the area outside S block. • Check the area outside the Canteen. • Check area around basketball courts and dump-masters. • Check Soccer ovals - students are only permitted on the school side of the ovals, unless they are playing sport; Jacksons Rd end of the oval and other extremities are out of bounds.

	<ul style="list-style-type: none"> • The back of the canteen is out of bounds to secondary students (primary students will be served from this window). • Check the area around the tennis courts.
V/A/B/C Blocks (VABC)	<ul style="list-style-type: none"> • Check B and C block locker bays. Do not allow students to congregate in these areas. • Check B and C block toilets. • Do not allow students to play soccer etc in the asphalt area. • Check the driveway between the V block and the rest of the school.
D Block / J Block / Football Oval (JDF)	<ul style="list-style-type: none"> • Walk around whole area, inside and out, including basketball courts. • Check V block toilets. • Check the driveway between V and J blocks and the rest of the school. Students should not be in this area. • Check Football ovals - students are only permitted on the school side of the ovals, unless they are playing sport; Jacksons Rd end of the oval and other extremities are out of bounds.

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 D.O. Office.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored just outside the D.O. Office.

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
- 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 Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate [i.e. in a Yard Duty Book, on Compass].

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 send a message to the Daily Organiser 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 younger child is asked to leave the classroom, please ensure they are sent to the required destination, including bathroom, with a partner.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Principal /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, 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

Carwatha College P-12 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

Year 12 students will have one study block of three sessions per week. This will be timetabled as a formal 'study' class 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
- Made available in hard copy from our office by request

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	23 rd April 2024
Approved by	Principal
Next scheduled review date	23 rd April 2026

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