

			<h1>YARD DUTY AND SUPERVISION POLICY</h1>	<p>File location: U:\PUBLIC\Policies &amp; Procedures\Approved Policies\Yard Duty and Supervision Policy.doc</p> <p>Authorised by: <b>Principal</b></p> <p>Approved by School Council: <b>20.11.19</b></p>
Date Created: 9/10/19	Last Updated: 1/11/19	Review Date: 2020	Page Number: 1 of 6	

## Purpose

The purpose of this policy is to explain to staff Horsham 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 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 Horsham 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

### Before and after school

Horsham College's grounds are supervised by school staff as follows:

- Mainstream Campus: from 8.30am until 8.50am and again from 3.20pm to 3.40pm . The bus terminal is supervised from 8.00am to 8.50am and again from 3.20pm to 4.10pm.
- Alternate Programs Campus: from 8.45am until 3.45pm.

Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours must only do so when they are under the arranged supervision of Horsham College staff for a specific purpose such as after school rehearsals, human powered vehicle, sports training, additional support and official after school activities.

### Yard duty

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

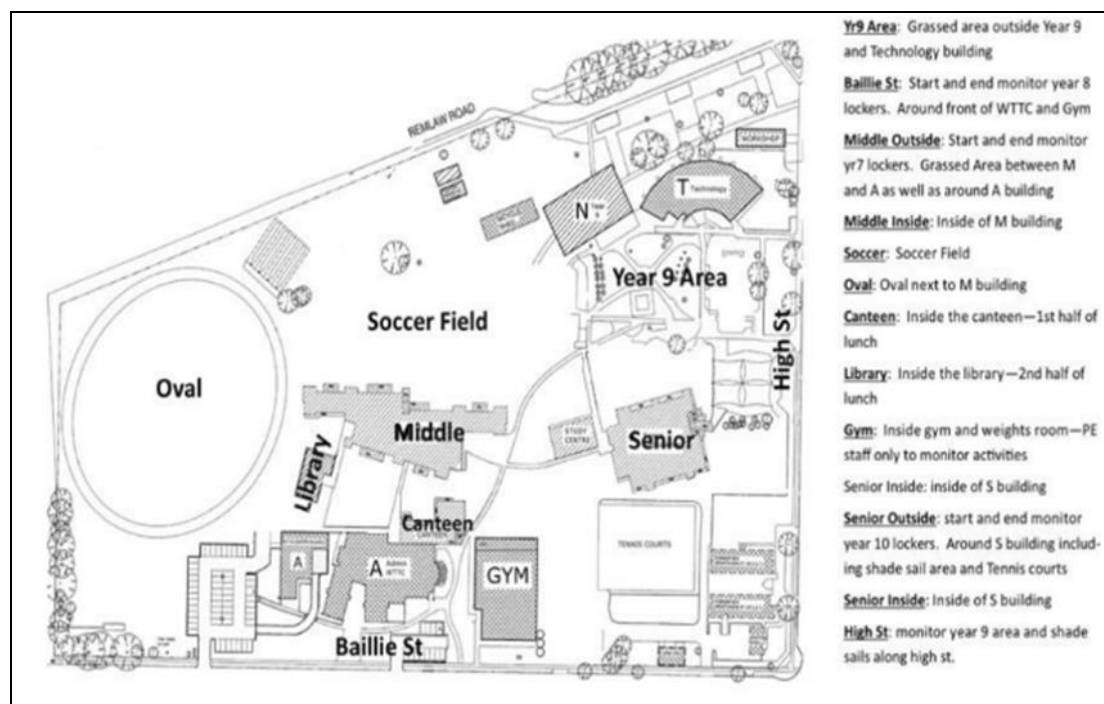
## **Mainstream Campus**

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. Mainstream Campus staff are designated a specific time and yard duty area to supervise.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Bus - AM	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50	8:00 - 8:50
Before School	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50	8:30 - 8:50
Form Group	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00	8:50 - 9:00
Period 1	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50	9:00 - 9:50
Period 2	9:50 - 10:35	9:50 - 10:40	9:50 - 10:40	9:50 - 10:40	9:50 - 10:40
Recess	10:35 - 10:55	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10
Assembly	10:55 - 11:10	--	--	--	--
Period 3	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00	11:10 - 12:00
Period 4	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50	12:00 - 12:50
Lunch 1	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15	12:50 - 1:15
Lunch 2	1:15 - 1:40	1:15 - 1:40	1:15 - 1:40	1:15 - 1:40	1:15 - 1:40
Period 5	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30	1:40 - 2:30
Period 6	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20	2:30 - 3:20
After School	3:20 - 3.40	3:20 - 3.40	3:20 - 3.40	3:20 - 3.40	3:20 - 3.40
Bus - PM	3.20 - 4.10	3.20 - 4.10	3.20 - 4.10	3.20 - 4.10	3.20 - 4.10

<b>Name</b>	<b>Periods</b>	<b>Duration</b>
Bus – AM	Monday – Friday - Bus – AM	50 minutes
Bus – PM 1	Monday – Friday - Bus – PM 1	50 minutes
Bus – PM 2	Monday to Friday - Bus PM 2	50 minutes
Canteen	Monday to Friday – Recess and Lunch 1,	Approx 25 minutes
Gymnasium	Monday to Friday – Lunch 2	25 minutes
Library	Monday to Friday – Lunch 2	25 minutes
Middle Outside	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Senior Outside	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Oval	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Year 9	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Middle Inside	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Senior Inside	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Soccer Field	Monday to Friday – Recess and Lunch 1 & 2	Approx 25 minutes
Baillie Street	Monday to Friday – Before and After School	20 minutes
High Street	Monday to Friday – Before and After School	20 minutes

The designated yard duty areas for Horsham College Mainstream Campus are:

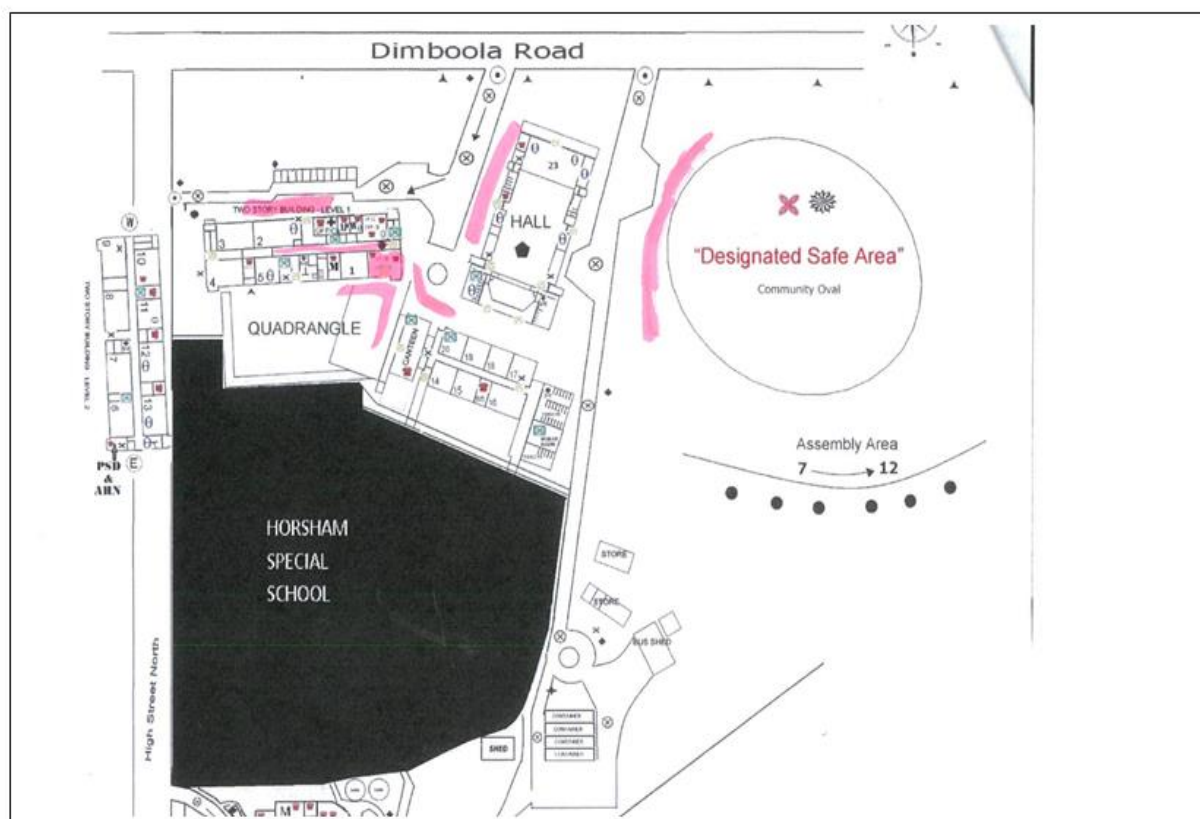


### **Alternate Programs Campus**

The Leading Teacher and Assistant Principal are responsible for preparing and communicating the yard duty roster on a regular basis. Alternate Programs staff are designated a specific time and yard duty area to supervise.

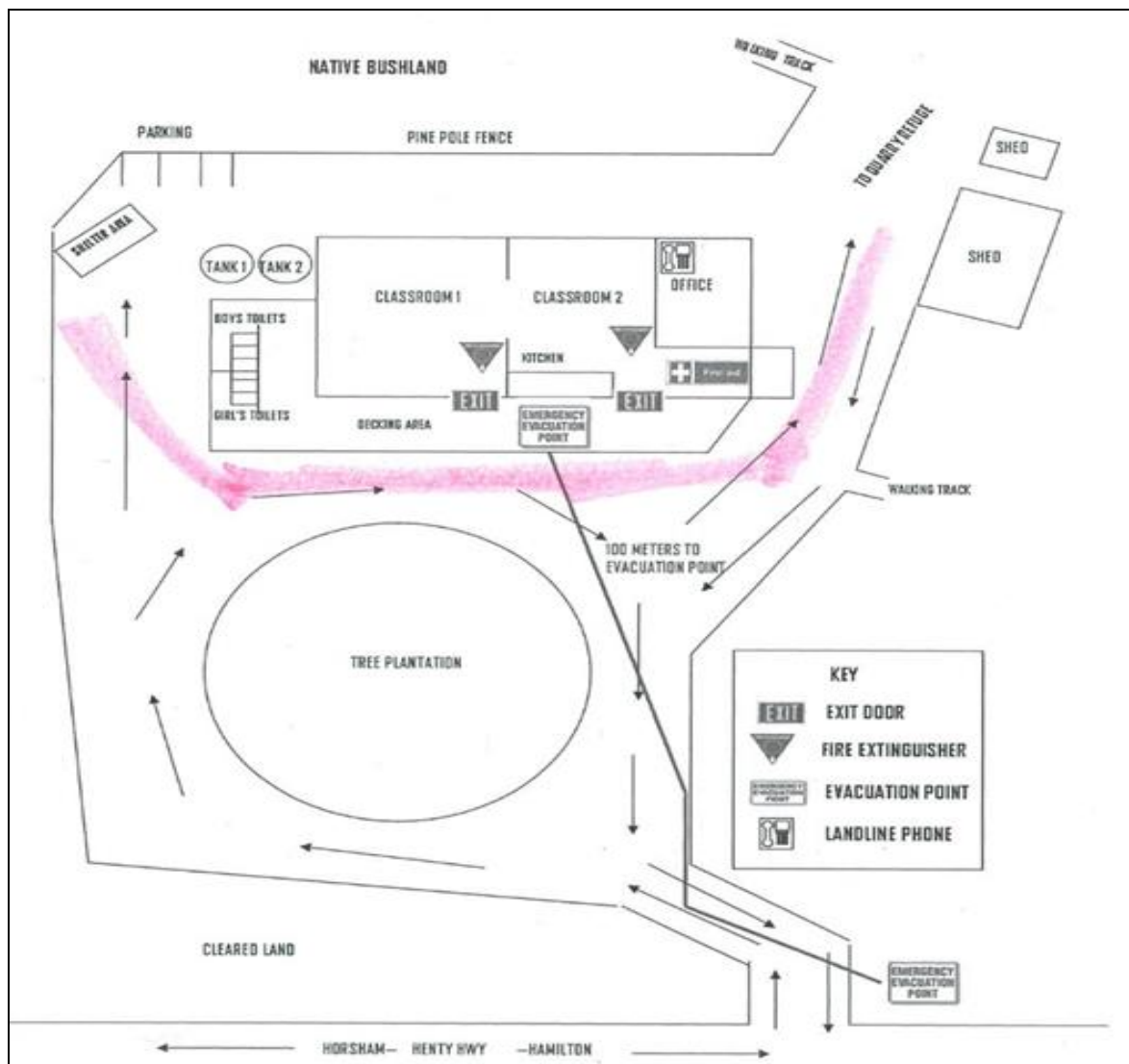
Alternate Programs Campus Dimboola Road:

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00
10:40 – 11:00	10:40 – 11:00	10:40 – 11:00	10:40 – 11:00	10:40 – 11:00
12:00 – 12:30	12:00 – 12:30	12:00 – 12:30	12:00 – 12:30	12:00 – 12:30
1:30 – 1:45	1:30 – 1:45	1:30 – 1:45	1:30 – 1:45	1:30 – 1:45
3:20 – 3:45	3:20 – 3:45	3:20 – 3:45	3:20 – 3:45	3:20 – 3:45



Alternate Programs McKenzie Creek Campus:

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00	8:45 - 9:00
10:40 - 11:10	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10	10:40 - 11:10
12:50 - 1:40	12:50 - 1:40	12:50 - 1:40	12:50 - 1:40	12:50 - 1:40
3:20 - 3:45	3:20 - 3:45	3:20 - 3:45	3:20 - 3:45	3:20 - 3:45



School staff must wear a provided hi-vis vest whilst on yard duty. Hi-vis vests are stored in Year Level Offices for Mainstream and in the Staffrooms for Alternate Programs - Dimboola Road and McKenzie Creek campuses.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher or call for a replacement if necessary.

During yard duty, supervising school staff must:

- methodically move around the designated zone to ensure that all areas are within line of sight to at least one yard duty teacher at a time
- 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 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 SEQTA and/or CASES
- If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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 teacher is unable to conduct yard duty at the designated time, they must 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 must contact the Daily Organiser or Leading Teacher/Assistant Principal but must 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 must call the Daily Organiser or Leading Teacher/Assistant Principal and not leave the designated area until a relieving teacher has arrived.

When 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 teacher needs to leave the classroom unattended at any time during a lesson, he or she must contact the nearest year level office or staffroom for assistance. The teacher must 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. See Camps and Excursions Policy.

## **Further Information and Resources**

- School Policy and Advisory Guide:
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## **Review Cycle**

This policy will be reviewed in accordance with the Policy Review Schedule