



## YARD DUTY AND SUPERVISION POLICY

### PURPOSE

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

Traralgon College's grounds are supervised by school staff from 8:35am until 8:55am and from 3:13pm until 3:35pm.

Traralgon College's Bus Exchanges are supervised by school staff from 8:15am until 8:55am and from 3:13 until 4pm.

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

Before and after school, school staff will supervise at the Bus Loop and in the school grounds.

#### Yard duty

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

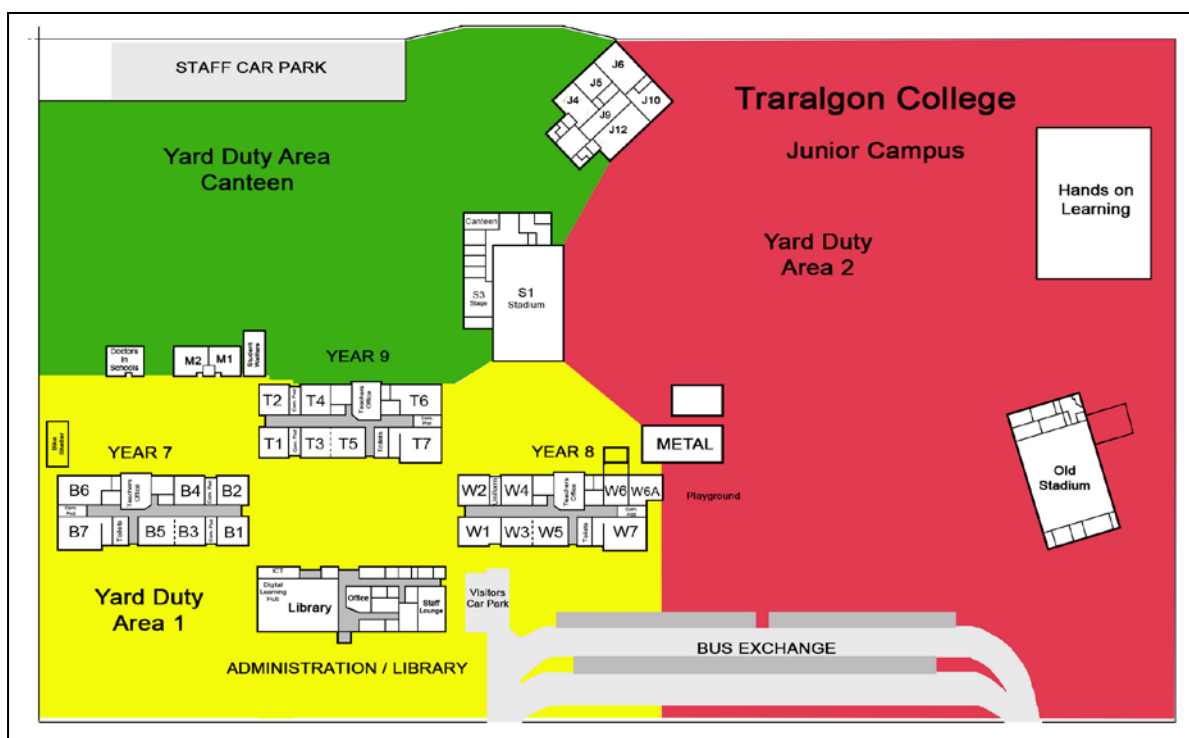
The Daily Organiser and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Traralgon College, school staff will be designated a specific yard duty area to supervise.



The designated yard duty areas for our school are:

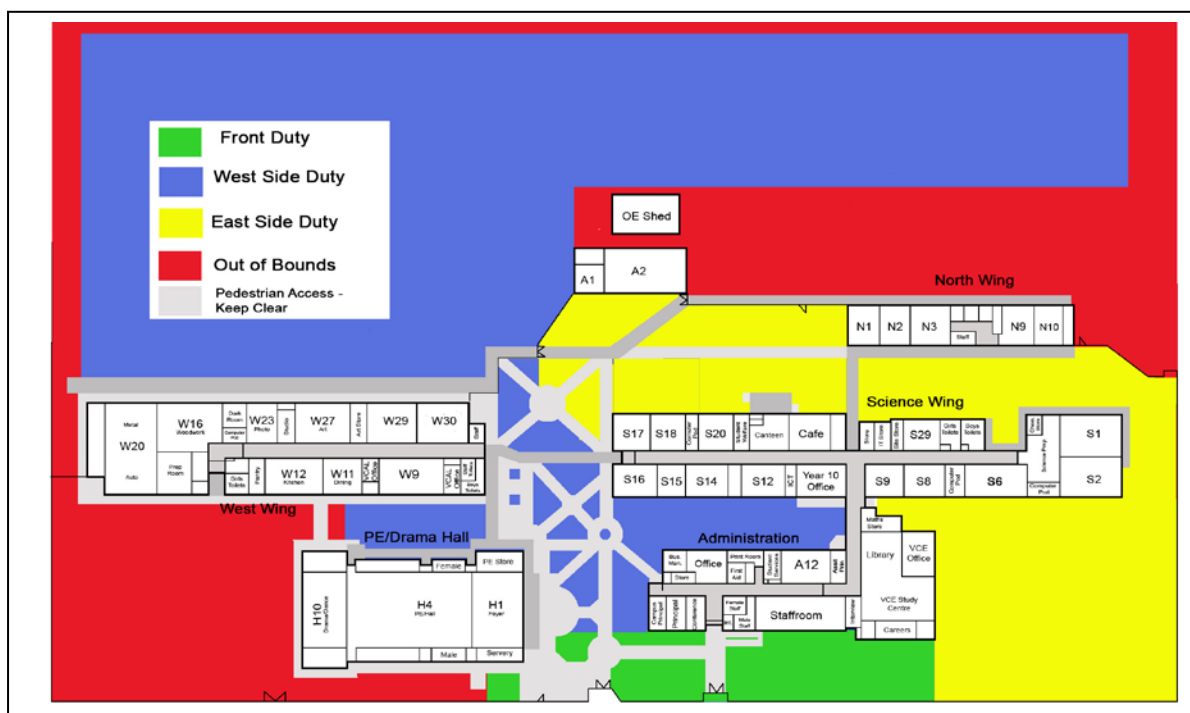
## Junior Campus

Zone	Area
Zone 1	Year 7 area, B building, T building, W building & DLH
Zone 2	Canteen, Stadium & J building
Zone 3	Metalwork room, Basketball Court, Bus loop & Old gym
Zone 4	Front of school



## Senior Campus:

Zone	Area
Zone 1	Front of school
Zone 2	West side of school
Zone 3	East side of school
Zone 4	Bus Loop (Bus Duty Only)



School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in subschool offices at Junior Campus and in the main office print room at Senior Campus.

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

During yard duty, supervising school staff must:

- methodically move around the designated zone
- 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 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 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 send a message to the 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 teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the subschool office at the Junior Campus and Student Services at Senior Campus 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.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
  - [Supervision of Students](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

## REVIEW CYCLE

This policy was last updated on September 2020 and is scheduled for review on September 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Traralgon College's Yard Duty and Supervision Policy.