

Yard Duty and Supervision Policy

PURPOSE

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

Braybrook College's grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students. At 8.30am, a Yard Duty Rover supervises the school yard. We also have teachers on Yard Duty before school, at lunchtime and after school at the shopping centre on the Burke Street end of the school and at the shops over the Ballarat Road overpass.

Students who may wish to attend school outside of these hours can do so and are encouraged to stay in the supervised yard areas, attend the library, VCE Centre or a classroom organised by their Year Level Team or attend pre-organised extra-curricular activities, supervised by a teacher(s).

Yard duty Responsibilities

All eligible staff at Braybrook College are expected to assist with yard duty supervision and will be included in the weekly roster. The School Organiser, Mary Bennett, is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise. The Weekly Yard Duty Roster is posted on COMPASS and available in the Staff Centre.

School staff **must wear a provided safety/hi-vis vest** whilst on yard duty. Safety/hi-vis vests will be provided to all staff or may be obtained from the School Organisation Office.

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:

- Get to the designated area on time and remain there for the entire duration of the session
- Methodically move around/actively patrol the designated zone (as per the instructions on the Weekly Yard Duty Roster and Yard Duty Map)
- Be aware of the normal day location as opposed to the wet weather location. This will be determined on the day by the Rover
- 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 our Student Wellbeing and Engagement policy
- Ensure that students who require first aid assistance receive it as soon as practicable
- Report any incidents or near misses to the Yard Duty Rover and/or Principal Class Officer

If staff encounter any problems including:

- smoking/vaping/drug use
- ball games in prohibited areas
- students in corridors
- fights – including water fights
- outsiders

- bullying
- kissing
- making purchases at the canteen after the bell
- littering
- bad language
- overcrowding in the canteen
- gambling
- crossing Ballarat Road
- not moving to class after the bell has sounded
- leaving the grounds without permission

Immediate action should be taken. Discretion should be used in deciding which incidents can be dealt with and which require backup from a nearby Teacher, the Rover, Sub School Team and Principal Class Officers or further follow up. A reliable student should be sent for support if necessary. If in doubt, help should be sought. In all cases, the Yard Duty Supervisor should remain calm, be clear and non-confrontational when dealing with the situation.

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 inform the Yard Duty Rover 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 Supervision

The classroom teacher is responsible for the supervision of all students in their care during class.

Classroom Teachers have the responsibility to:

- Be in class on time and actively supervise the class for the whole lesson. Students should not be left unsupervised for any length of time
- Follow the VIT Teacher Code of Conduct and meet Professional Standards, and uphold an active, professional and positive presence
- Consistently and fairly implement the Student Code of Conduct (Student Rules)
- Display, model and teach the school values and positive social behaviours
- Acknowledge student efforts and results in both curriculum and behaviour
- Set the scene at lesson commencement and clearly communicate goals/expectations
- Implement effective teaching strategies and use assessment data to drive teaching and learning
- Create and maintain safe and stimulating learning environments
- Initiate and maintain regular and constructive communication with students and parents about learning, engagement and wellbeing
- Organise connections for students with appropriate student services through Sub School and Wellbeing Teams

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser or a Principal Class Officer 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.

REVIEW CYCLE

This policy was last updated in May 2021 and will be reviewed and updated on a regular basis or if significant changes are made to the school grounds that require a revision of the policy.