



# Yard Duty and Supervision Policy

## Purpose

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

## Scope

This policy applies to all teaching and non-teaching staff at Monbulk College, 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

Monbulk 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. Before and after school, school staff will supervise the school bus road.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office using Compass Kiosk.

## Yard duty

Teaching staff at Monbulk College are expected to assist with yard duty supervision and will be included in the weekly Compass schedule.

The Principal or nominee (such as Daily Organiser) is responsible for preparing and communicating the yard duty roster on a regular basis. At Monbulk College, school staff will be designated a specific yard duty area to supervise.

## **Yard duty zones**

The designated yard duty areas for our school (as at Term 4, 2022) are outlined below.

**Canteen** – Circulate the area at the Canteen (providing support to the Canteen in managing student behaviour – no pushing in, begging, etc) into the Car Park, around the Gym, Theatre and grass area below the oval.

**Senior Science + C Block + Lockers** – Circulate through the Senior Science Block, Locker Bays including new Year 8 Lockers, new basketball court & oval side of C building. Students should not stay in locker bays. Check toilets as appropriate.

**Oval + FLC** – Circulate around the FLC including Yr 12 common room, Oval, the (old) Basketball Court, Cricket Pitch and Clubrooms.

**Theatre + A, B Block** – Circulate the concrete areas of A & B Block including side of theatre, down to Music. Includes the Year 7 Locker Bay. Check toilets as appropriate.

**Gym** – Supervise students in the Gym.

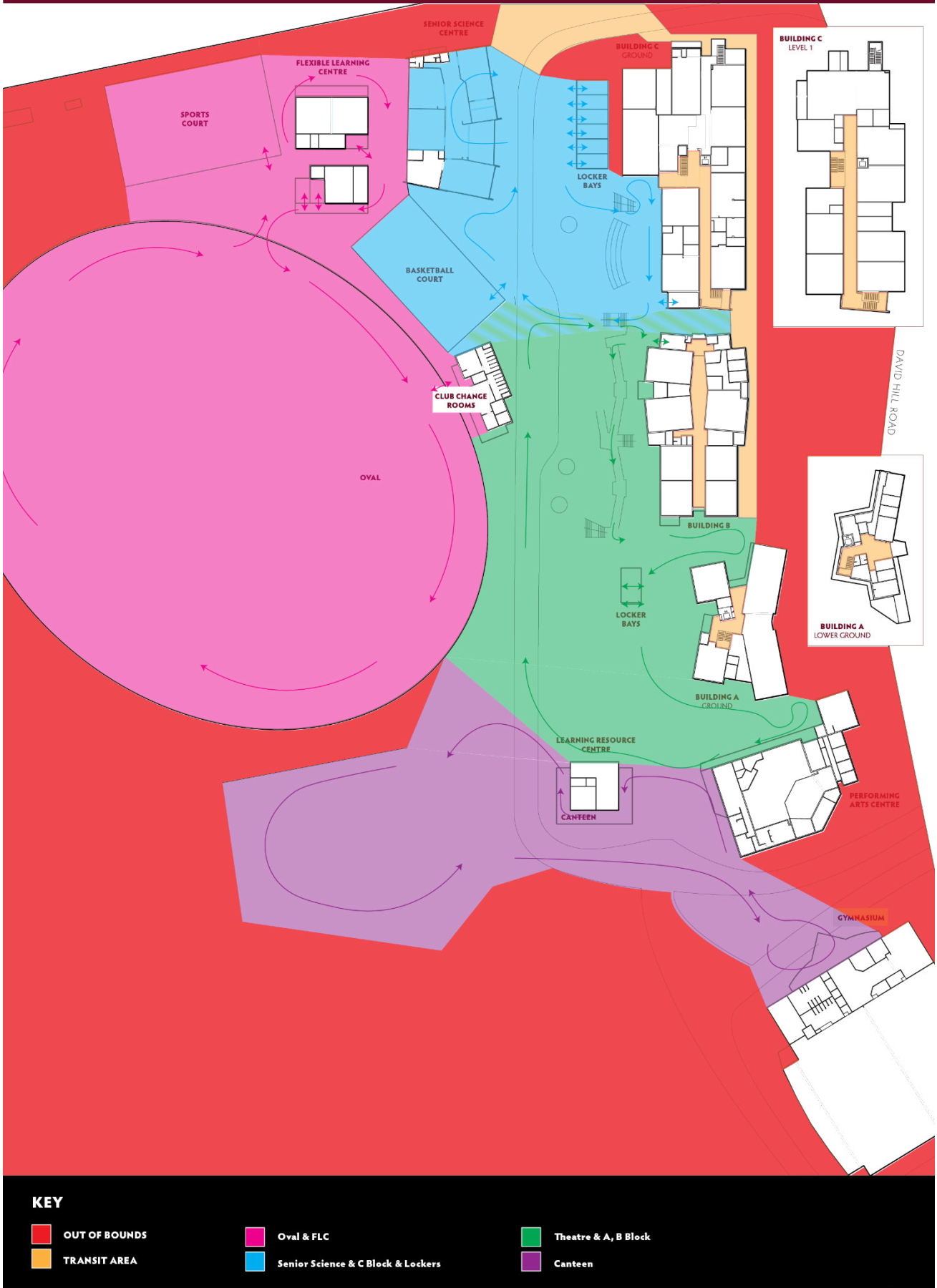
**Library Desk** – Monitor student behaviour in the Library, including students playing games on devices. Assist students in locating and borrowing resources.

**B4 Detention** – Supervise students in undertaking the consequence and remind about appropriate behaviour (no talking, should not be eating, etc). Mark roll on Compass Activity and follow the B4 Detention duties. If unable to do this, please take a list of names and provide to the General Office.

**Bus #1 & Bus #2** - Staff on Bus Duty should actively supervise students getting on and off the bus. As required, rolls may need to be marked and only students allocated to that bus must not travel on that bus without prior approval from the Principal Team. Students catching a Public Bus must travel with a valid MYKI. Students should board buses at the appropriate spaces on bus road.

**Time Out** – Actively supervise students, check enrolment in Time Out and where they are at in the process, provide assistance with completing Time Out Agreement, and arrange Monbulk College resolution meeting.

\* Please note David Hill Road side of buildings A, B & C are for transition only.



Inserted: Yard Duty map as of Term 4, 2022

## **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)
- 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 Chronicle.

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 Principal Team and/or 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 Principal Team and/or 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 contact the Principal Team and/or 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 student is required to leave the classroom, they must have one of the following:

- a signed note in their planner indicating their reason for leaving
- a teacher escort to Time Out, as per the Behaviour Management processes
- a green Student Interview note indicating where they are required
- an orange and blue teacher lanyard indicating they have permission to leave the classroom

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Year Level Team Leader, Leading Teaching or Principal Team 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**

Monbulk College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Monbulk College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the library.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

## **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 only will have one study block of four sessions per week. Students are required to study in the Senior Science Centre or the Library during these sessions. 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.

## Corridors (Traffic Areas)

All teachers have a duty to supervise student behaviour in the corridors. Students are not allowed to run or eat in the corridors and teachers should use the Compass Chronicle, if necessary. All students in the corridor during class time should have their blue and orange teacher lanyard or a planner clearly outlining date, time and reason for being out of class and signed by the teacher concerned.

## 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

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	November 2022
Approved by	Mark Quinlan, Principal
Next scheduled review date	November 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Monbulk College's yard duty and supervision arrangements.