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## Yard Duty Supervision Policy

*“Mount Eliza Secondary College is committed to safe and wellbeing of all children and young people. This will be our primary focus of our care and decision making.”*

### **PURPOSE**

The purpose of this Policy is to explain to staff Mount Eliza Secondary College’s Yard Duty procedures and expectations for the appropriate supervision of our 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 essential in ensuring schools fulfil their legal obligation regarding 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 Mount Eliza Secondary 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 as per the Yard Duty Roster and at other specific dates, time and places.

### **POLICY**

Mount Eliza Secondary College’s grounds are supervised by school staff from 8:35 am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. Staff are scheduled to supervise the Quad, the front of school Administration areas and the Bus Bay from 3pm to 3:15pm.

Students who may wish to attend school outside of these hours (e.g. extra-curricular activities such as Production Rehearsal) need to be supervised directly by specific staff according to prior arrangement.

### **Yard Duty**

All staff at Mount Eliza Secondary College are expected to assist with Yard Duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the Yard Duty Roster on a regular basis. At Mount Eliza Secondary College school staff will be designated a specific yard duty area to supervise.

Students are not allowed to have bags at recess or lunch.

Students are not allowed in corridors during recess and lunch.

The designated Yard Duty areas for our school as at Term 1, 2019 are:

**CQ – Canteen queue:** Supervise the queue. In the purchasing area of the canteen, students should not have bags with them in the queue and then should move out of the sales area once they have been served.

**CE – Canteen eatery:** Supervise the canteen eatery area. Students should be disposing of their rubbish in the bins and should be sitting appropriately at the tables/chairs.

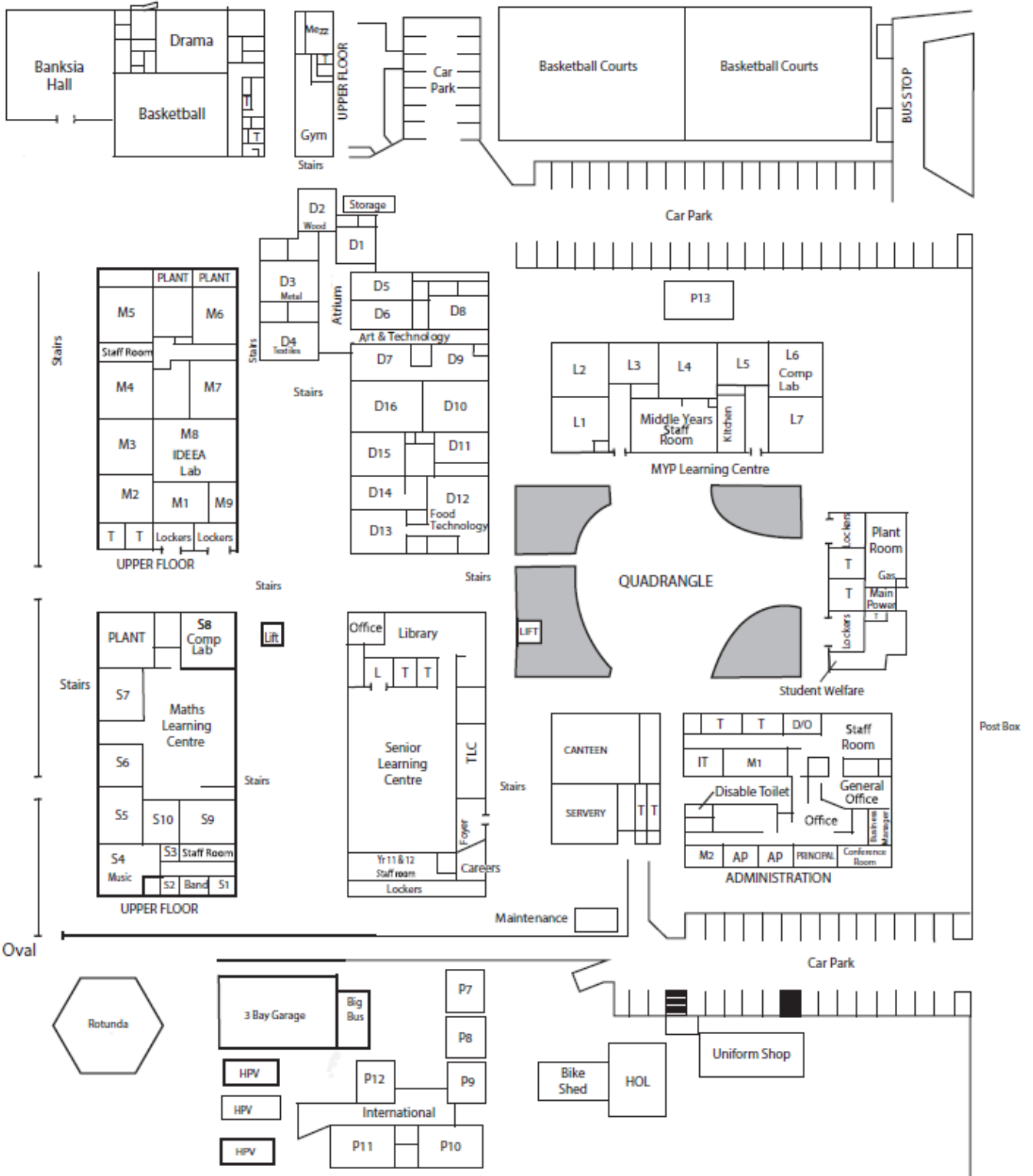
**QA - Quad/Admin:** This area covers the perimeter of the administration/canteen block and quadrangle. Ball games are not permitted to be played in the quad area; students should be directed to the oval (i.e. football) or courts (i.e. basketball).

**VE – Veranda:** Patrol along the second storey veranda of M and S block. Students shouldn't be in this area once they have been to their lockers and have their snack/lunch, unless they need to see a teacher. All other students should be sent back downstairs.

**OG – Oval/Gym:** This area covers the oval and around the gym. Students are out of bounds if they are at the back or sides of the gym or Banksia Hall buildings. Students should be visible by a teacher from the oval.

**BC – Basketball courts:** This area covers the back of the L block building down to the end of the Design building and in front of the gym, through the basketball courts to the front of the school. Students should not be playing football on the hard courts.

**AS – Quad/Admin:** Front of the school and bus area/basketball courts.



During Yard Duty supervising school staff must:

- methodically move around the entirety of the designated zone, remain visible at all times and consistently check on student behaviour within the 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 by notifying the General Office
- log any incidents or near misses as appropriate i.e. in the First Aid report, or on Compass. Staff are also asked to make an OHS report if they come across any area that presents a safety hazard.

### **Yard Duty Changeover:**

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

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 they sight the replacement teacher.

If there has been any incident or potential issue identified during their time on Yard Duty they need to provide a brief but adequate verbal 'handover' to the relieving staff member and to follow up with the relevant Student Wellbeing Leader or a member of the Principal Team.

### **If an Issue Arises:**

If the supervising teacher is unable to conduct Yard Duty at the designated time, they need to contact the Daily Organiser, or a member of the Principal Team, 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 notify the Daily Organiser, or a member of the Principal Team, 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 to alert the Daily Organiser, or a member of the Principal Team, 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**

***Teachers must always be conscious of the fact that they have a legal responsibility for the supervision of all students in their care during class.***

If a student is permitted to leave the classroom, they must have their signed note, indicating the reason and time they left the class. If a student's behaviour is such that they are asked to leave the room, they must be given a note and directed to the General Office and an email to [timeout@mesc.vic.edu.au](mailto:timeout@mesc.vic.edu.au) needs to be sent. Where the teacher has concern for the student, another student will accompany them to ensure they go to the designated area.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first email the Year Level Leader and / or a member of the 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**

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.

The Principal has ultimate responsibility for ensuring that students are appropriately supervised during all school activities, camps and excursions.

The College has a clear process for the approval of all proposed School Activities, Camps and Excursions.

This process has been put in place to ensure that the College fulfils its Duty of Care by implementing appropriate staff / students ratios for all events.

The Operations Committee meets weekly to ensure that all relevant information has been provided and that all relevant Departmental ratios and Guidelines are complied with. The Operations Committee also checks the educational rationale for all proposed School Activities, Camps and Excursions and that they do not create excessive disruption to the effective operation of the College.

Staff need to provide all relevant information to the Operations Committee at least **6** weeks prior to the proposed Activity or Excursion.

Camps need to be approved before the end of the previous school year as parents need to be notified well in advance and the dates entered on the College Calendar.

The Operations Committee makes recommendations regarding the suitability of proposed events to OACC for their consideration.

The Principal then checks these before taking them to the School Council for approval.

Please refer to the College's Camps and Excursions Policy for further details.

## **FURTHER INFORMATION AND RESOURCES**

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

## **REVIEW CYCLE**

This Policy was last updated in 2019 and is scheduled for Review in 2020.