

# Yard Duty and Supervision Policy



## Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

## PURPOSE

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

## SCOPE

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

## 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.

## BEFORE AND AFTER SCHOOL

Glen Eira College's grounds are supervised by school staff from 8.30am until 3.07pm. Outside of these hours, school staff will not be available to supervise students. Before school, staff will supervise the quadrangle only.

Students who wish to attend school outside of these hours are encouraged to remain in the quadrangle area.

## YARD DUTY

All teaching staff at Glen Eira 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 Glen Eira College, teachers will be designated a specific yard duty area to supervise.

A yard duty roster is published at the start of each term. Staff are expected to be at their designated area **on time**, monitor student behaviour and ensure students do not litter.

All staff are required to wear a high-visibility vest whilst on yard duty – each staff member has their own vest.

The designated yard duty areas for our school are:

<b>Quadrangle</b>	actively move around, ask students to pick up any rubbish. Only basketball, four square as ball games.
<b>Canteen</b>	recess and 1 <sup>st</sup> half of lunch. Ensure students line up in an orderly manner.
<b>Around the PAC and passive area behind PAC</b>	actively move around, ask students to pick up any rubbish.
<b>Corridor Ground Floor (Arts/ Technology to Library entrances)</b>	1 <sup>st</sup> half duty teacher locks both entry doors. Actively move between entrances, ensure students are not in corridors in this area. NB. Access to the toilets and library is via the main student entrance.
<b>Corridor Ground Floor (Main entrance and toilets)</b>	Ensure students are not in corridor unless going to the toilet, to see a member of staff or go to the library in the 2 <sup>nd</sup> half of lunch. Check toilets for congregating students.
<b>Corridors First and Second Floor</b>	circulate around both floors, ensure students are not in corridors unless going to the toilet or library, check toilets for congregating students.
<b>Crossing</b>	ensure all students cross the road in an orderly and safe manner. Students wait behind the white line. Stop students from crossing once the red light starts flashing. Teachers should be at the crossing when the bell rings for the start of recess and lunch.
<b>Oval (Booran Road end)</b>	actively move around, ensure students are not physical with one another i.e. no tackling games. Ask students to pick up any rubbish. Recess and 2 <sup>nd</sup> half launch person assist with crossing after the bell
<b>Oval and far end of LC (out of bounds area)</b>	actively move around, ensure students are not physical with one another i.e. no tackling games. Ask students to pick up any rubbish.
<b>Tennis Courts (between Gym and LC and rear of LC)</b>	actively move around, ensure students are not in out of bounds areas or around the bike racks. Ask students to pick up any rubbish.
<b>Learning Centre</b>	recess and 1 <sup>st</sup> half of lunch. Ensure all students leave the learning centre. Lock external doors, checking those in classrooms are locked.
<b>Wellbeing and Science Garden</b>	ensure students do not go beyond the middle doors. This is a passive recreation area. Ensure all litter is placed in bin

### 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
- carry a mobile phone (school phones available at the General Office)
- ensure students are not in out of bounds areas
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard including kicking of balls is only on the oval
- 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 on XUNO
- ensure students go to their lockers on the locker bell including from the canteen, entering the building using the entrance closest to their locker

NB: Quadrangle before school

- ensure students do not enter the building before 8.50am
- unlock the automatic doors at 8.50am

If being relieved of their yard duty shift by another teacher, the teacher 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 needs to leave yard duty during the allocated time, they should contact the General Office 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 get a message to the Daily Organiser or General Office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty teacher if they require assistance during recess or lunchtime.

#### **General Supervision Duty for all staff at all times**

- Supervise student behaviour in the corridors and near lockers.
- Ensure students do not litter or consume food/ drink in the building.
- Ensure students leave the building at the start of recess/ lunchtime.
- Be vigilant of unwelcome visitors. Ask them to leave or to report to General Office. Seek assistance if concerned.

#### **Wet Weather Days**

- If weather is too wet for students to be in the yard, students and teachers will be notified 10 minutes prior to the start of lunch.
- When wet weather arrangements are in place, students will not be able to access the sports oval, gymnasium or asphalt netball courts. The library will be closed.
- Out of bounds areas include the stairs and stairwells
- Students should move to the following spaces, which will be available for quiet and calm socialising :
  - Year 12 – VCE centre
  - Year 11 – Level 2 between 201 and 205
  - Year 9 and 10 – Ground Floor, between Rooms 6 and 10
  - Year 7 and 8 – Level 1 between 103 and 108

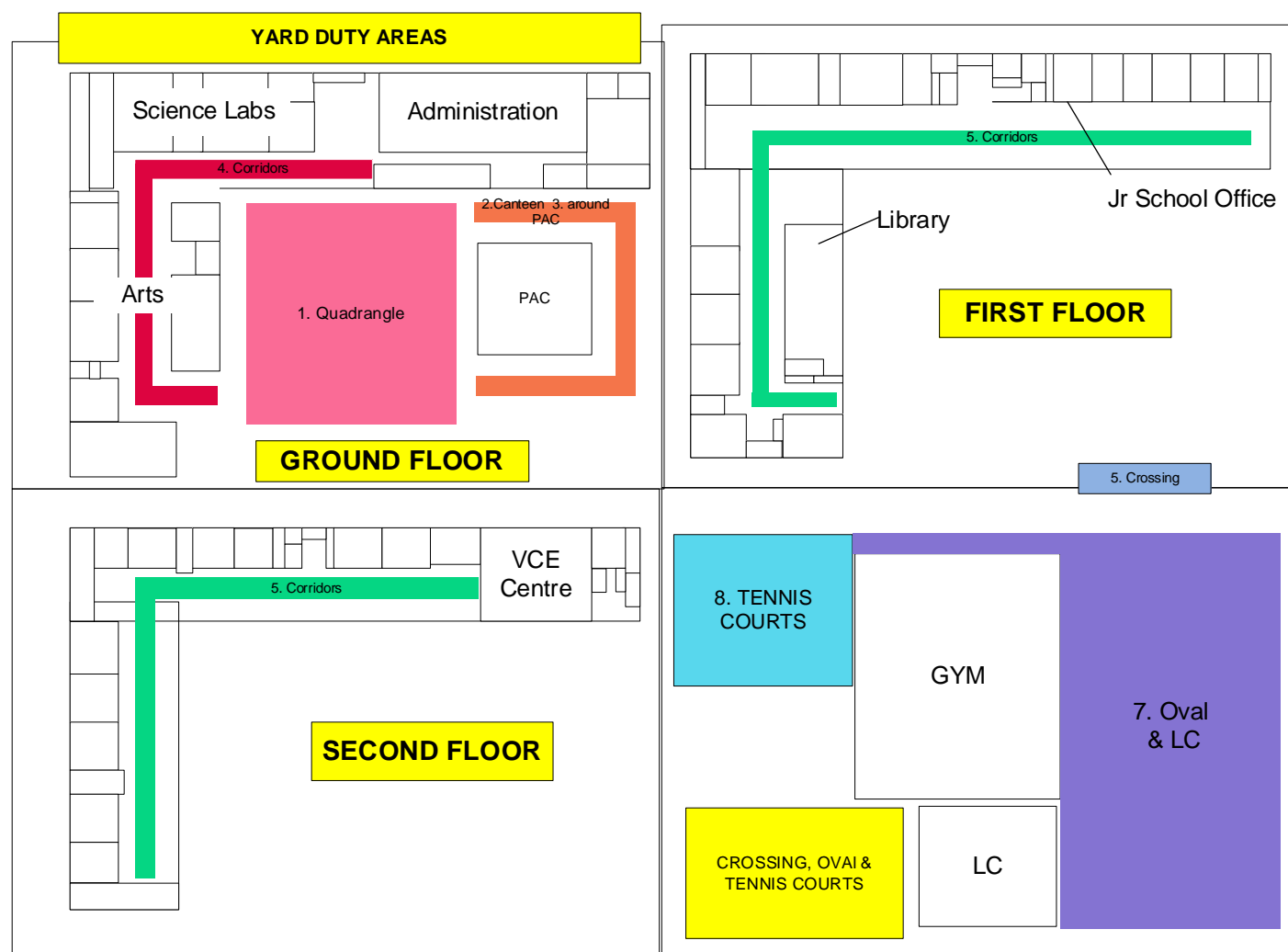
### **STAFFING**

#### **Recess Duty**

<b>Normal scheduled duty</b>	<b>Move to</b>
Crossing	Crossing (no change)
Canteen	Canteen (no change)
Around PAC	Corridor Ground Floor
Quadrangle	Quadrangle
Corridor Ground Art to Library	Corridor Ground Art to Library (no change)
Corridor Ground Main Entrance and Toilets	Corridor Ground Main Entrance and Toilets (no change)
Oval Booran Road End	Corridor First Floor
Oval Far End	Corridor First Floor
Learning Centre	Learning Centre (no change) – ensure students are not coming over
Tennis Courts	Corridor Second Floor

## Lunch Duty

L1 Normal Scheduled Duty	Move to	L2 Normal Scheduled Duty	Move to
Crossing	Crossing (no change)	Crossing	Crossing (no change)
Canteen	Canteen (no change)		
Around PAC	Corridor Ground Floor	Around PAC	Corridor Ground Floor
Quadrangle	Quadrangle	Quadrangle	Quadrangle
Corridor Ground Art to Library	Corridor Ground Art to Library (no change)	Corridor Ground Art to Library	Corridor Ground Art to Library (no change)
Corridor Ground Main Entrance and Toilets	Corridor Ground Main Entrance and Toilets (no change)	Corridor Ground Main Entrance and Toilets	Corridor Ground Main Entrance and Toilets (no change)
Oval Booran Road End	Corridor First Floor	Oval Booran Road End	Corridor First Floor
Oval Far End	Corridor First Floor	Oval Far End	Corridor First Floor
Learning Centre	Learning Centre (ensure that LC is locked up)		
Tennis Courts	Corridor Second Floor	Tennis Courts	Corridor Second Floor
Wellbeing / Science Garden	Corridor First Floor	Wellbeing / Science Garden	Corridor First Floor
		Library	Corridor Second Floor



## BELL TIMES

Every day (except Wednesday)		Wednesday	
Locker Bell	8:50 AM	Locker Bell	8:50 AM
<b>Period 1</b>	9:00 AM	<b>Period 1</b>	9:00 AM
<b>Period 2</b>	10:00 AM	<b>Period 2</b>	10:00 AM
Recess	11:00 AM	Recess	11:00 AM
Locker Bell	11:17 AM	Locker Bell	11:17 AM
<b>Period 3</b>	11:22 AM	<b>Period 3</b>	11:22 AM
<b>Period 4</b>	12:22 PM	Lunch	12:22 PM
Lunch	1:22 PM	Locker Bell	12:59 PM
Locker Bell	1:57 PM	<b>Period 4</b>	1:07 PM
<b>Period 5</b>	2:07 PM	<b>Period 5</b>	2:07 PM
End of Day	3:07 PM	End of Day	3:07 PM

Staff Yard Duty times except Wednesday	
Before School	8.30am - 8.53am
Recess	11.00am - 11.22am
Lunch 1	1.22pm - 1.45pm
Lunch 2	1.45pm - 2.07pm
Wednesday	
Before School	8.30am - 8.53am
Recess	11.00am - 11.22am
Lunch 1	12.22pm - 12.45pm
Lunch 1	12.45pm - 1.07pm

### Recess / 2<sup>nd</sup> Half Lunch:

Yard duty sessions conclude at the end of the session bell. Please remain on duty (unless teaching directly after recess / lunch).

## CLASSROOM

The classroom teacher is responsible for the supervision of all students in their care during class. Students should not be permitted to leave the classroom during class time or between a double period.

- If a student is given permission to leave for a reason such as going to the library or to first aid, they must carry their planner signed by the teacher
- If a student is asked to leave the class for behaviour the Behaviour for Learning protocol must be used

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact another teacher 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. 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.

## DIGITAL DEVICES AND VIRTUAL CLASSROOM

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

## 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 have study periods each week. This will be timetabled as a private study. Students can work in the library or in the Year 12 study centre. Non direct supervision is provided in the study centre by staff in Senior School Office.

Some Year 11 students will have study periods. Students must be in the library during these periods. The library is staffed by a librarian a library technician.

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.

## COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our Staff Handbook

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our school newsletter.

## 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	March 2024
Approved by	Principal
Next scheduled review date	March 2026