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## Yard Duty and Supervision

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Diamond Valley College on 03 9438 1411 or [diamond.valley.co@education.vic.gov.au](mailto:diamond.valley.co@education.vic.gov.au).

### PURPOSE

The purpose of this policy is to explain to staff of Diamond Valley College 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.

### 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 Diamond Valley 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

School staff are rostered on for yard duty before school, during recess, lunch and after school. Bus supervision is provided from 8.20 am until 8.40 am whilst students are arriving to school. After school, staff supervise the bus area until all buses have departed, this takes place from 3.00 pm until approximately 3.20 pm or until the last bus has departed. Students on school grounds outside these times will **not** be supervised, unless they are attending a supervised extracurricular activity.

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity (i.e. sports practice, production rehearsal, detention, curriculum support classes, etc.).

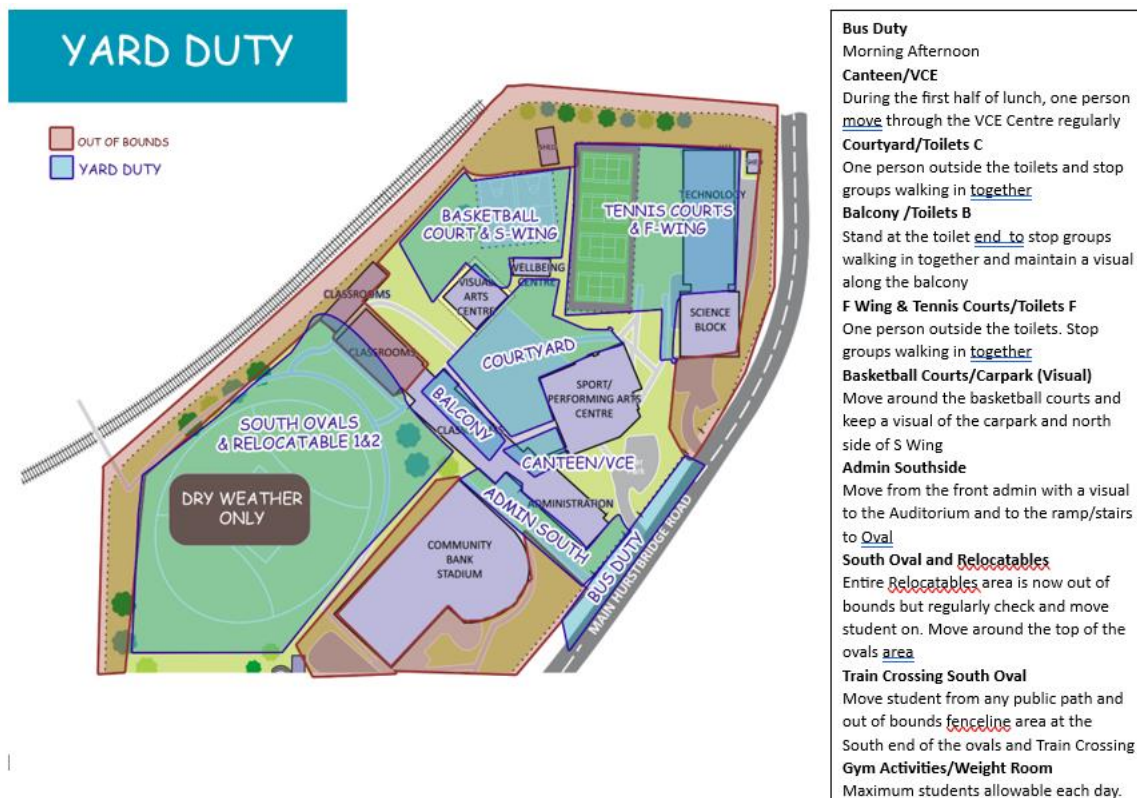
Students who may wish to attend school outside of these hours are encouraged to work in the Library which is open between 8.30 and 4.30 pm or to access the VCE Centre after school.

## Yard Duty Zones

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

As the Principal's nominee, the College Operations Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Diamond Valley College [school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3 2023 are :



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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practical
- log any incidents or near misses as appropriate on COMPASS.

If being relieved of their yard duty shift by another staff member for example, at lunch time 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 a member of the College Operations 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 should contact a member of the College Operations team or Principal 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 call the General Office or send a student to request support 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 student is to leave the classroom, they are required to have a pass written in their planner with a time of exit and destination

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a Principal or the General Office who will organise 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.

## **COMMUNICATION**

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

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## **FURTHER INFORMATION AND RESOURCES**

School Policy and Advisory Guide:

- Supervision
- Duty of Care
- Child Safe Standards
- [Visitors in Schools](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	June 2023
Consultation	July 2023 School Council
Approved by	Principal
Next scheduled review date	Before June 2024