



Yard Duty and Supervision Policy

Purpose

The purpose of this policy is to explain to staff John Fawkner 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.

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 John Fawkner 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

John Fawkner College's grounds are supervised by school staff from 8:35am until 3:35pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the front entrance to the College and the Corridors.

Yard duty

All staff at John Fawkner College are expected to assist with yard duty supervision and will be included in the weekly roster as per the current Victorian Schools Agreement.

The Principal or alternative nominee Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At John Fawkner College, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school are:

JUKES ROAD

BEFORE/AFTER SCHOOL



School staff must wear a provided safety/ hi-vis vest and take a walkie talkie whilst on yard duty. Safety/hi-vis vests and walkie talkie's will be stored in the staff room.

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 to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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
- use the walkie talkie to call for assistance if required

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 teacher is unable to conduct yard duty at the designated time, they should contact the Assistant Principal 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 Assistant 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 send a message to the office or call the Assistant Principal 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 asked to leave or has asked to leave the classroom, they must only do so with a note in their diary signed by the teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact either the front office or Year Level Coordinator 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.

Review

This policy will be reviewed by the Leadership Team every 4 years.

Evaluation

This policy will be evaluated Annually

Date	Description of update	To be reviewed	Approved by
6 Sept 2018	Initial publication	6 Sept 2022	S.Council 20/9/18
<i>27/02/2019</i>	<i>Update of duty areas</i>	<i>27/02/2023</i>	S.Council 21/3/19
<i>22/01/2020</i>	<i>Update of duty areas</i>	<i>22/01/2021</i>	S.Council 20/2/2020
<i>27/01/2021</i>	<i>Update of duty areas</i>	<i>27/01/2022</i>	S.Council TBC