

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact our office.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Wodonga Flexible Learning Centre, 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

Wodonga Flexible Learning Centre's grounds are supervised by school staff from 8.25am until 3.50pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school the areas that are supervised are the entry and exit of the centre. During recess and lunch times areas are allocated to staff which cover the whole school area.

- Please note that students who attend the college before or after the supervision times are not supervised by yard duty staff.

### Yard duty

All staff at Wodonga Flexible Learning Centre are expected to assist with yard duty supervision and will be included in the weekly roster.

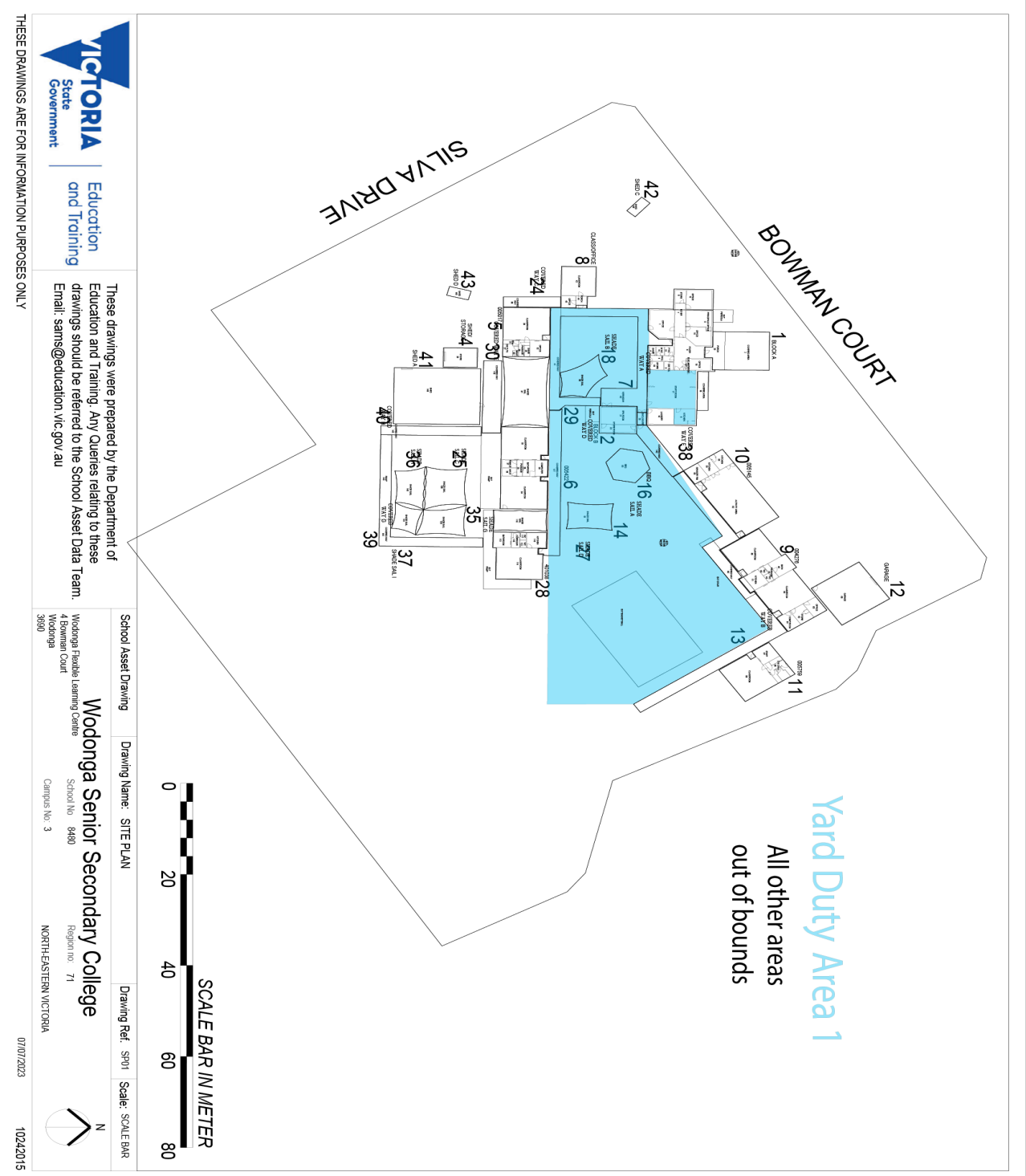
The Site Principal is responsible for preparing and communicating the yard duty roster on a regular basis.

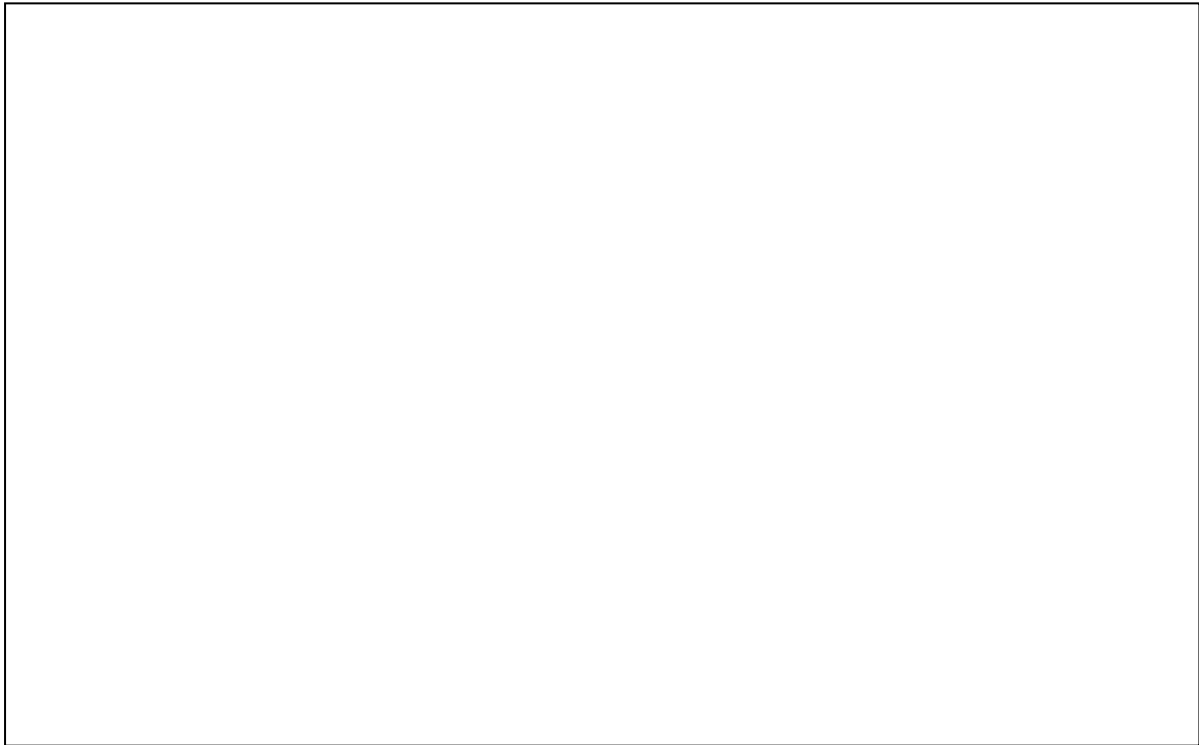
Due to the small cohort and area that needs supervision Wodonga Flexible Learning Centre has one area of supervision. The map is attached to this document.

Supervision times

Before school supervision: 8:25am - 9:00am  
Lunch supervision: 12:00noon - 12:35pm  
After school supervision: 3:00pm - 3:35pm

Area of supervision





### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- Actively supervise students

### **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
- 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 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 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 remain on duty and inform the Daily Organiser.

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

## COMMUNICATION

This policy will be communicated to our school community by:

- Being available on the school website and portal.
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hard copy from school administration upon request

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	10/7/2023
Approved by	Acting Site Principal: Darcy Eaton
Next scheduled review date	28/1/2024

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