



YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Eaglehawk Secondary College, 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.

Before and after school

Eaglehawk Secondary College grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Supervision arrangements for before school include students being permitted to enter Learning Community buildings at 8.45am. Country bus travellers are met by an Education Support Class staff member. The Assistant Principal and Principal supervise the common area in front of the general office before school prior to 8.45am. Country bus travellers are supervised in the Staff Centre until 3.50pm by ES staff under the responsibilities of Principal Class. The country bus student list will be kept in the general office and will be marked each night.

Students who wish to attend school outside of these hours are encouraged to report to their extracurricular activities

Yard duty

All staff at Eaglehawk Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. Teachers on yard duty need to move around the entire area, making sure they have a presence where required not remain stationary.

The Principal Class and the Daily Organiser is responsible for planning, preparing and communicating the yard duty roster on a regular basis. At Eaglehawk Secondary College, school staff will be designated a specific yard duty area to supervise.

Out of Bounds

Out of bounds areas include the Bright and Reserve street side of the Barn, the Bus stop / bus shelter, both car parks. Students are not to be within 3 meters of boundary fences and are not to be

sitting or hanging over any boundary fence. Students are not to sit or be in out of sight areas of the oval. Students are not to be climbing trees or hanging off branches of trees.

The designated yard duty areas for our school are:



Yard Duty – Grieve



Description

The Grieve yard duty area includes; the Grieve building, School entrance, Barn, Barn Carpark, College Green, Tech wing carpark, the top bus stop and alongside the Lester Foods and amphitheatre.

Yard Duty – Walker



Description

The Walker yard duty area includes the Walker building, Basketball Courts and bush to the North and Northeast of the basketball courts. Teachers on yard duty should move around the entire area, making sure to have a presence.

Walker Outer duty at lunchtimes will include the Walker bush areas as shown on the map.

Yard Duty – Dowding



Description

Dowding Yard Duty includes the Dowding Building surrounds, North East Corner of the School Grounds, the soccer field, the Environmental Learning Centre and surrounds.

Dowding Outer will include North East corner of the school, far side of the ILC and Connect buildings during lunchtimes.

Yard Duty – Lester & Oval



Description

The Lester yard duty area includes the Lester building, Gym, Oval and areas in between.

Yard Duty – Reserve St

Description

Reserve St duty is for the purpose of maintaining student safety as students leave school at the end of the day. Teachers should be outside the front of the school by 3:05pm and should stay on duty until 3:25pm. If teachers stand on the corner of Reserve St and Bright St they can monitor students on both streets.

Areas to Watch

- Make sure that students do not walk across the roundabout
- Be mindful of students crossing both streets and make sure students cross the street at the pedestrian crossing
- Ensure students waiting for the town bus are behaving appropriately



Yard Duty – Canteen



Description

Supervising staff on canteen duty ensure that students behave in an orderly manner so that they can be served as efficiently as possible by canteen staff. This duty is to take place outside the canteen so that students can be actively supervised. Education Support staff will be supported by the Grieve Yard duty teacher and Principal class for any issues that arise.

Yard Duty Equipment

School staff must:

- wear a provided safety/hi-vis vest
- carry a school provided two-way radio to communicate whilst on yard duty.

These will be stored in each Learning Community building.

Yard Duty Responsibilities

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:

- actively move around the designated area
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate actions for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Wellbeing and Engagement policy
- seek immediate assistance over the two way radio if required
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass.

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/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 staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser/Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser/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 staff member on duty.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Students are not to be left unattended in learning spaces without a teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact another Instructional Leader for assistance then inform the office/call Daily Organiser. 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.

Digital devices and virtual classrooms

Eaglehawk Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Eaglehawk Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised by the relevant staff member in either a classroom, library or community area.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored through a roll marked by the teacher, followed up by the student attendance officer.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information

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](#)

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 ways

- Made available publicly on our school website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- 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	January 2022
Approved by	Principal
Next scheduled review date	January 2023

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