

Yard Duty and Supervision Policy

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Beaumaris 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Beaumaris Secondary College's grounds are supervised by school staff from 8.35am until 3.25pm, except for homework club on Monday, Tuesday and Wednesday from 3.10pm-4.10pm. Before and after school staff will supervise central plaza, bike sheds and exits. Outside of these hours, school staff will not be available to supervise students.

Senior school supervision arrangements

Students required to attend at all times. Senior Students with timetabled study periods are required to attend the school and undertake supervised study periods in Senior Centre study space, attendance is recorded by the supervising teacher.

Yard duty

All staff at Beaumaris Secondary College are expected to assist with yard duty supervision.

The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Beaumaris Secondary College, school staff will be designated a specific yard duty area to supervise and will be notified on their COMPASS schedule.

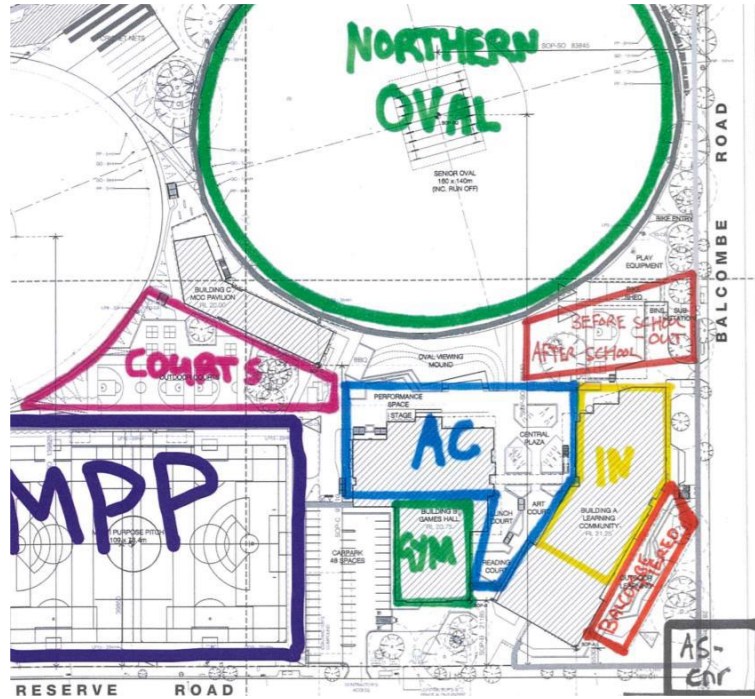
Yard duty zones

designated yard duty areas for our school are:

8.35-8.50	Before School
10.05-10.20	Break 1
11.35-11.50	Break 2
1.05-1.35	Lunch 1
1.35-1.55	Lunch 2
3.10-3.25	After School

Activity Centre/Central Plaza (AC)	Central Plaza (between Learning Hub & Activity Centre), lap of Activity Centre. <i>Check Activity Centre Toilets</i>
After School Balcombe Rd	Balcombe Rd Bike Storage (Y10-12)/ Central Plaza
After School- corner	Cnr Balcombe & Reserve Rds. Ensure students walk bikes across at lights
After School Reserve Rd	Pavillion Bike Storage (7-9)/ Car Park. Please ensure bikes are walked through the school
Balcombe Tiered	Tiered seating between Balcombe Rd and B1-B3. Passive are= NO BALL GAMES
Before School Balcombe Rd	Balcombe Rd Bike Storage (10-12)/ Central Plaza
Before School Reserve Rd	Pavillion Bike Storage (Y7-9)/ Car Park. Please ensure bikes are walked through the school
Break 1/2 (Outside)	Central Plaza/ Check Canteen orderly lining up
Break 1/2 (Oval)	Northern Oval- Students should be EAST of Cricket Wicket. Ensure no rubbish is left on Oval
Break 1/2 Inside Beckett	Beckett (BW1- B5) Beckett Locker Area...ensure all food is eaten outside. Check toilets
Break 1/2 Inside BeckettStage2	Beckett (B5-B8) plus Liquid Amber External...ensure all food is eaten outside.

Break 1/2 Inside Ricketts	Ricketts Locker Area Locker Area (R3-R11)...ensure all food is eaten outside. Check toilets
Break 1/2 Inside RickettsStage2	Ricketts (R13-R17) ...ensure all food is eaten outside.
Break 1/2 Inside Southern	Southern Locker Area (S3-S11)...ensure all food is eaten outside. Check toilets
Break 1/2 Inside SouthernStage2	Southern (S13- Senior Student Lounge)...ensure all food is eaten outside/ Senior Lounge.
BS- Beckett	Beckett Locker Area/ entire Beckett floor...ensure mobile phones placed in lockers. Check toilets
BS- Ricketts	Ricketts Locker Area/ entire Ricketts floor...ensure mobile phones placed in lockers. Check toilets
BS- Southern	Southern Locker Area/ entire Southern floor...ensure mobile phones placed in lockers. Check toilets
Gym	Gym will be open at lunchtimes on Tues (Y7) and Fri (Y8) **No Food or Drink
Inside LUNCH...Beckett,Ricketts,Southern	Clear students from Beckett, Ricketts, Southern for 1st Half of lunch = outside for all students. Monitor Lockers 2nd Half- No food, no devices, no tute rooms. Check toilets Students are to be in Open Learning Spaces only (B5, B11, B13 R5, R11, R13, R21, S5, S11,S13, S22)
MPP	Multi- Purpose Pitch (Yard Duty Teacher to unlock...NO FOOD permitted)
Northern Oval (NO)	Northern Oval- at 1.45pm start directing students to lockers. Beyond Pickett fence is OOB. Ensure no rubbish is left on Oval
Outside BB	External Basketball Court
VCE Study Group	in S22 No Food



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be distributed to staff for them to manage.
- Carry their mobile phone to call for assistance if necessary.

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 signed in
- 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

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 or reception 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 contact reception and not leave the designated area until a relieving staff member has arrived.

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

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a colleague 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, 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Beaumaris 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 in a centralised room where they have access to all learning materials and resources to ensure the continuation of learning.

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

- student attendance will be monitored every class.
- 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](#)

Independent Study

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a formal 'study hall' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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 ways:

- 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	19/3/2024
Approved by	Principal
Next scheduled review date	19/3/2026

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