

YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Beaumaris Secondary 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.

OBJECTIVE

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 Beaumaris Secondary 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

Beaumaris Secondary College's grounds are supervised by school staff from **8.45am until 3.45pm**. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to [insert school specific detail, i.e. sign in and out of the front office, attend the library which is open between X hours, report to extra-curricular activities].

Yard duty

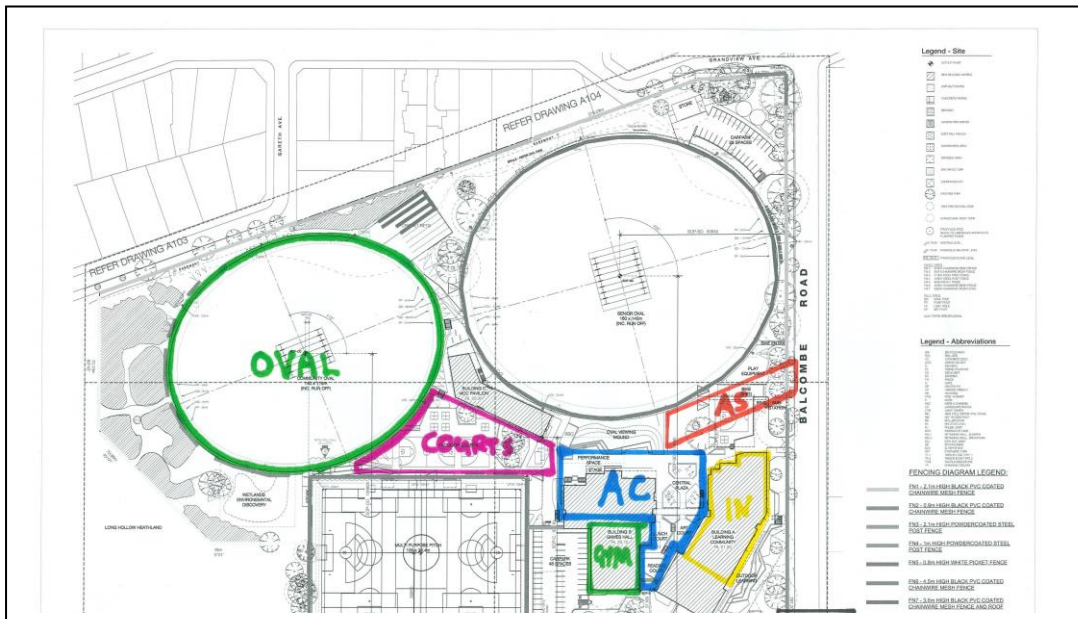
Teaching at Beaumaris Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Assistant 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 OR insert other basis for organisation of yard duty at your school.

The designated yard duty areas for our school at Term Three 2019 are:

Beaumaris SC- Yard Duty 2019	
8.45-9.00	Before School
10.15-10.30	Break 1
11.45-12.00	Break 2
Lunch 1	Northern Oval
1.15-1.45	Activity Centre/Central Plaza
	Outside BB & MPP
	Inside...Library = 2nd Half
Lunch 2	Northern Oval
1.45-2.15	Activity Centre/Central Plaza
	Outside BB & MPP
	Inside...Beckett B5 & B6 = 2nd Half
3.30-3.45	After School
Before School (Inside)	Beckett and Ricketts levels
Before School (Outside)	Bike Storage, Central Plaza and outdoor Basketball Court
Break 1/2 (Inside)	Ricketts then Beckett Locker Area... ensure all food is eaten outside
Break 1/2 (Outside)	Central Plaza
Southern Oval (SO)	Southern(or Northern) Oval- at 2.05pm start directing students to lockers
Outside BB & MPP	External Basketball Court
Activity Centre/Central Plaza (AC)	Central Plaza (between Learning Hub & Activity Centre), lap of Activity Centre. Check Activity Centre and Learning Hub Toilets
Inside..Lockers = 1st and 2nd Half (IN-L)	Clear students from Beckett and locker area. 1st Half of lunch = outside for all students. Monitor Lockers 2nd Half
Inside..Resource Centre = 2nd Half (IN-R)	Beckett 2nd Half = quiet reading or board games in B5 and B6 **No Food or
After School	Bike Storage/ Central Plaza
After School- corner	Cnr Balcombe & Charman Rds. Ensure students walk bikes across at lights
Gym	Gym will be open at lunchtimes on Tues (Y7) and Fri (Y8) **No Food or Drink
Please ensure you wear Yard Duty vests and carry your phone	



School
staff
must
wear a

provided safety/ hi-vis vest whilst on yard duty. Each member of the teaching staff will be given their own Safety/hi-vis vests.

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 Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on COMPASS
- **carry their mobile phone** whilst on any outside yard duties.

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/ 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 teacher needs to leave yard duty during the allocated time, they should contact the Assistant Principal/ Daily Organiser 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/call Assistant Principal/ Daily Organiser 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 teacher needs to leave the classroom at any time during a lesson, he or she 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - Supervision
 - Duty of Care
 - Child Safe Standards
 - Visitors in Schools

REVIEW CYCLE

This policy was last updated on 21/7/19 and is scheduled for review on 21/7/22. 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 Policy.