

# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Ringwood Secondary College reception on (03) 9870-2002 to arrange assistance.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Ringwood 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

Ringwood Secondary College's 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.

Students who may wish to attend school outside of these hours are encouraged to attend the Library, which is open from 8:30am on Tuesday, Thursday and Friday and closes at 4:00pm each day (except Friday – closes at 3:15pm).

## Yard duty

All staff at Ringwood Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

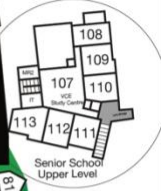
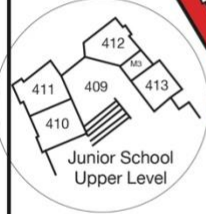
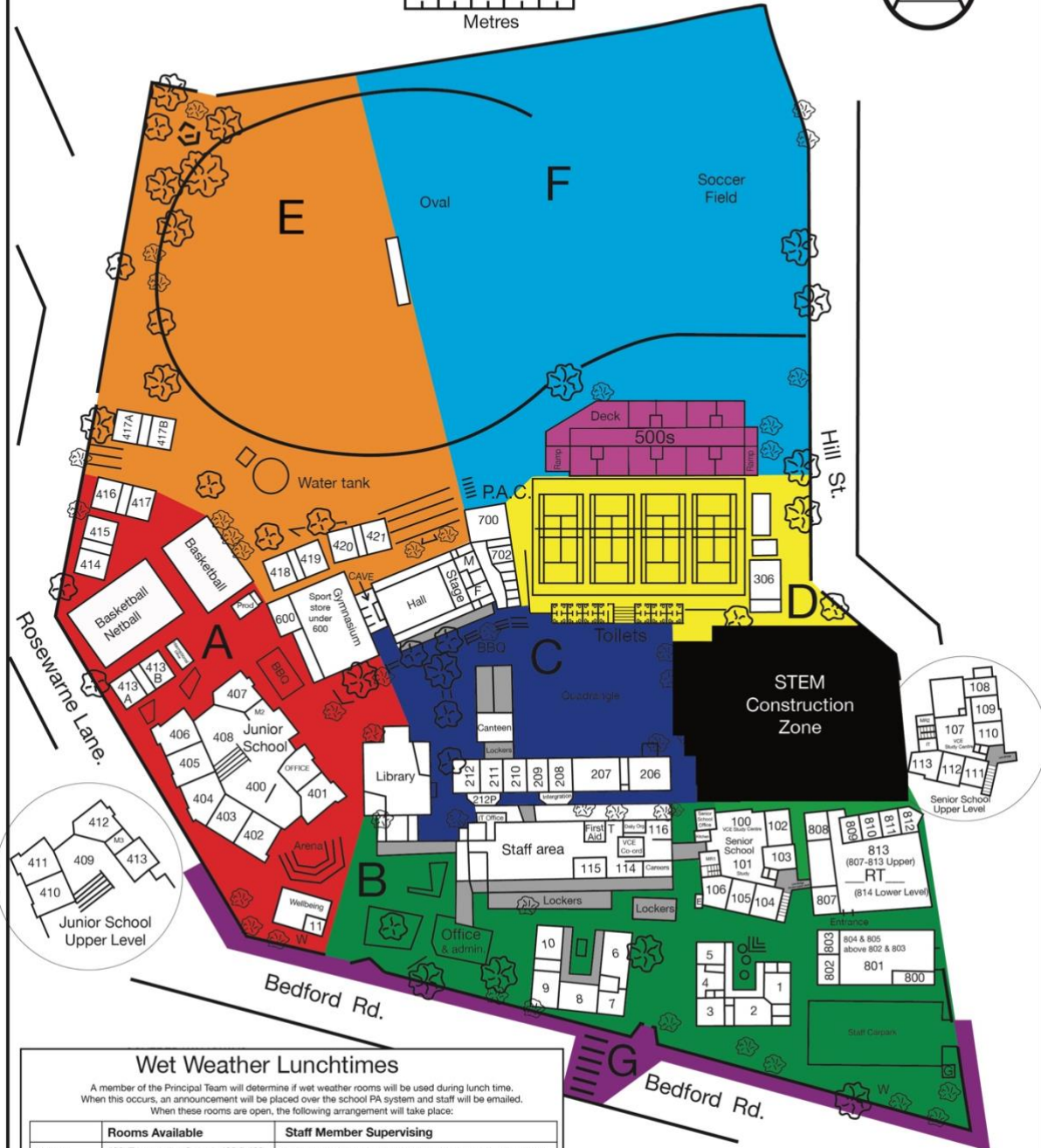
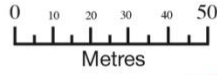
### **Yard duty zones**

The designated yard duty areas for our school as at Term 2, 2022 are:

<b>Area</b>	<b>Description</b>	<b>Changeover Point</b>
A	Junior School building, locker areas and basketball courts	Arena entrance to Junior School
B	Art, Food Studies and locker area	Outside Room 10
C	Quadrangle and canteen	Hub
D	Tennis courts, toilets and Hill street side of 306 and storage sheds	Entry to Science Corridor (Outside room 305)
E	Oval (West side), oval banks and behind the hall/gymnasium	Oval (near football goal posts)
F	Oval (East side), oval bank, soccer pitch	Path near back of room 700 (PAC)
G	Bedford Road, school entrances and bus stop areas	
500s	500s buildings, decks and ramp areas	Main deck of 500s building entrance

# RINGWOOD SECONDARY COLLEGE

## Yard Duty



### Wet Weather Lunchtimes

A member of the Principal Team will determine if wet weather rooms will be used during lunch time. When this occurs, an announcement will be placed over the school PA system and staff will be emailed. When these rooms are open, the following arrangement will take place:

	Rooms Available	Staff Member Supervising
Year 7	400 (Presentation Space), 402 & 403	Area A yard duty member x 1; other Area A to remain in yard
Year 8	405, 406 & 408 (lower open area)	Area E yard duty member x 1; Area F to remain in yard
Year 9 & 10	500s deck, 500s corridor, 502 & 503	500s yard duty member x1
Year 11 & 12	Senior School Building (Study Space)	Area C yard duty member x 1; other Area C to remain in yard

Revised May 2022 Corey Lucas-Evans

## **Yard duty equipment**

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Staff in Area E (Oval) must collect the EpiPen (located on staff notice board opposite First Aid) for this area prior to commencing their yard duty and must either return it to this location after completing their duty, or pass it to the teacher replacing them for the second half of lunch supervision.

## **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
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate with the Year Level Co-ordinator, School Nurse, Occupational Health and Safety representative or Facilities Manager.

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 a 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 a Daily Organiser or 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 General Office 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.

## Wet weather responsibilities

A member of the Principal Team will determine if wet weather rooms will be used during lunch time. When this occurs, an announcement will be placed over the school PA system and staff will be emailed. When these rooms are open, the following arrangement will take place:

	Rooms Available	Staff Member Supervising
Year 7	400 (Presentation Space), 402 & 403	Area A yard duty member x 1; other Area A to remain in yard
Year 8	405, 406 & 408 (lower open area)	Area F yard duty member x 1; Area E to remain in yard
Year 9 & 10	500s deck, 500s corridor, 502 & 503	500s yard duty member
Year 11 & 12	Senior School Building (Study Spaces)	Area C yard duty member x 1; other Area C to remain in yard

## 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, he or she should first contact a Daily Organiser or Assistant Principal 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

Ringwood Secondary College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Ringwood 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 a staff member while completing scheduled remote learning activities in small group and/or class settings.

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

- student attendance will be monitored
- 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 will have one study block of 8 periods per fortnight within their timetable. Students are required to undertake private study and/or revision during this time in either the VCE building or library. Students will not be permitted to leave school grounds during these sessions, unless they have no further classes scheduled on the day.

### 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.

## 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	June 2022
Approved by	Principal
Next scheduled review date	June 2024

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