



YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Merbein P-10 College front 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 Merbein P-10 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

Merbein P-10 College grounds are supervised by school staff from 8.15am until 4.05pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise areas 2,3,4,6, and 7 as per the list below and the yard duty map.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Merbein P-10 College outside of these hours. Families will be

encouraged to contact Cheryl Hodge on 50252501 for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office, report to extra-curricular activities.

Yard duty

All staff at Merbein P-10 College are expected to assist with yard duty supervision and will be included in the weekly/fortnightly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Merbein P-10 College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school The designated yard duty areas for our school as of Term 1, 2023 are:

1. Front area of the school (Commercial St)
2. Corridor and Café
3. Primary paved and front of Gym (view primary basketball court)
4. Secondary Basketball court and Locker shed (Year 7)
5. Oval and view primary basketball court
6. Primary playground
7. Tech building, bus stop and Locker shed (Year 9)

Area 1

- Patrol area between bollards and grassed areas in front of Main building and Science Building
- Move students away from the P15 ramp
- Move students playing ball games to the oval
- Ensure students keep their area tidy
- Move students on to class as bell goes
- Wet/ Hot Weather Timetable- supervise Orange Building
 - Food only consumed in Open Areas

- Prior to the bell ensure the Learning Centre is clean and rooms are neat and tidy, ready for the coming lesson
- Year 7 students only

Area 2 (café)

- Ensure students are walking and lining up in a sensible manner
- Students using the tables are being respectful and quiet. A maximum of 6 at a table
- Remind students to be respectful and polite towards Café staff
- Move students on to class as bell goes
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Area 3

- Patrol area from the Year 7 locker shed to the grassed area in front of the gym. While patrolling these areas, visually check both sides of the Green Building
- Ensure students keep their area tidy
- Check that students are using the play equipment in a safe manner
- Move secondary students out of primary areas of the yard

Area 4

- Patrol from the Year 7 Locker shed the end of the basketball court (Park St end)
- Move students with football, soccer balls to the oval or tennis court
- Students should not be socialising in locker sheds
- Monitor between the locker bays
- Ensure students keep their area tidy
- Check that students are not in Learning Centres. Lock doors and close windows if required
- Move students on to class as bell goes

Area 5

- Move students away from Textile ramp, bike cage the side of the Technology building
- Patrol both ends of the oval and ensure students are playing ball games in a safe manner (no tackling and rough play)
- Wet/ Hot Weather Timetable- supervise Blue Building
 - Food only consumed in Open Areas
 - Prior to the bell ensure the Learning Centre is clean and rooms are neat and tidy, ready for the coming lesson
 - Year 8-10 students only
- Ensure students keep their area tidy
- While patrolling these areas, visually check both sides of the Blue Building
- Check that students are not in Learning Centres. Lock doors and close windows if required

Area 6

- Ensure students keep their area tidy
- Check that students are using the play equipment in a safe manner
- Move secondary students out of primary areas of the yard
- Close the front gates
- While patrolling, visually check both sides of the Green Building

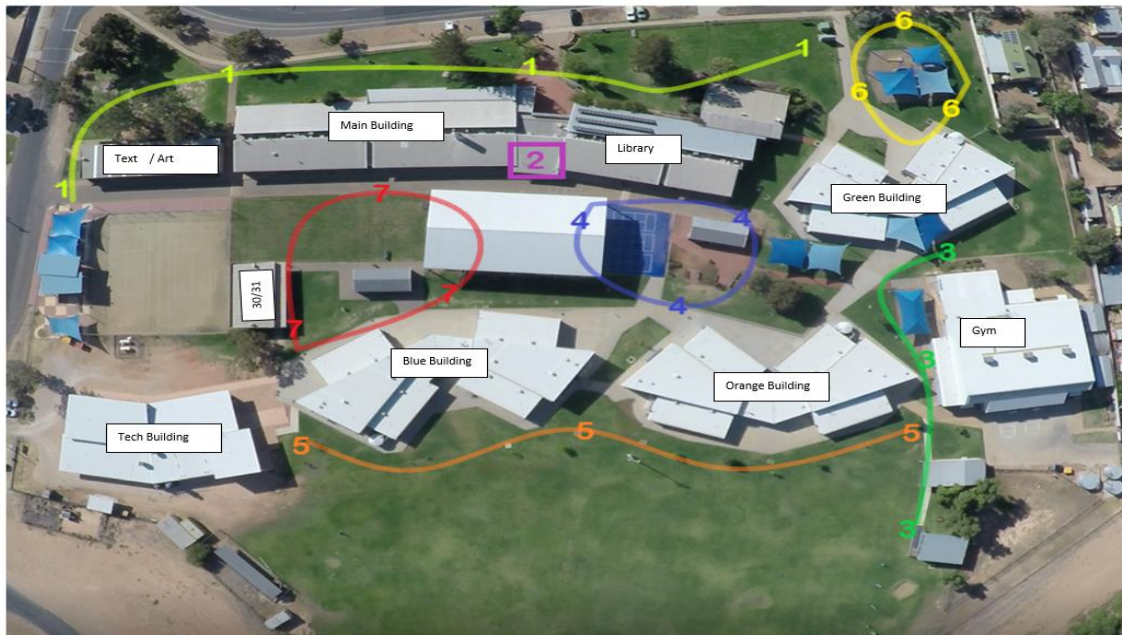
Area 7

- Patrolling between the Technology Building, in front of rooms 30/31 to the Park St end of the basketball court
- Check that students are not in Learning Centres. Lock doors and close windows if required
- Move students away from the Bus Shelter or down the sides of the Technology Building
- Move students playing ball games (football, soccer) to the oval
- Ensure students keep their area tidy
- Move students on to class as bell goes
- Wet/ Hot Weather Timetable- supervise Blue Building
 - Food only consumed in Open Areas
 - Prior to the bell ensure the Learning Centre is clean and rooms are neat and tidy, ready for the coming lesson
 - Year 8-10 students only

Library

- Food needs to be eaten outside or in the Café. *An exception may be made on extreme weather days and food can be eaten at tables only. Principal Class will make an announcement on a needs basis*
- Ensure students are walking inside and sitting down in a calm, quiet manner
- Move students on to class as bell goes
- Students need to follow the library activity schedule displayed in the Library

YARD DUTY AREAS AND SUPERVISION ROUTES TO FOLLOW



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Each staff member is responsible for their own vest.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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
- 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 *Student Engagement and Wellbeing* 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), ensure that a brief but adequate verbal 'handover'

is given to the next staff member in relation to any issues which may have arisen during the first shift.

- 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 at the front office (excluding drop off and collection periods)
- ensure students remain in their designated year level zones

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 Assistant Principal 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 send a message to the office or call Assistant Principal 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 their Learning Centre Leader 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

Merbein P-10 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Merbein P-10 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 classrooms or open spaces.

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

- student attendance will be monitored daily and recorded on Compass.

- 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:

- Available publicly on our school's website
- Included in staff induction and child safety training processes
- Discussed at staff briefings/meetings as required
- Included in our staff handbook/manual
- 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, in newsletters throughout the year and in our general information pack for new families.

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 2023
Approved by	Principal
Next scheduled review date	June 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Merbein P-10 College's yard duty and supervision arrangements.