

# Yard Duty and Supervision Policy

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## Help for non-English speakers.

If you need help to understand the information in this policy, please contact the college 5996 3544 or [cranbournesc@education.vic.gov.au](mailto:cranbournesc@education.vic.gov.au)

## Purpose

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

## Scope

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

Cranbourne Secondary College's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will supervise the Library, East Courtyard, West Courtyards and the main entrances to the college on Stawell Street and Brunt Street.

After school, school staff will supervise the East Courtyard, West Courtyard and the School Crossing.

Students who wish to attend school outside of these hours can only do so for formal timetabled classes or with prior arrangement with the supervising teacher. The supervising teacher will be required to notify parents/carers.

The library is supervised on days when Study On is scheduled. Days and times are advertised on Compass on an annual basis. Engagement Curriculum and STEP teachers can also provide this information to students and families.

### Yard duty

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

The Yard Duty Roster and Yard Duty Handbook are communicated with staff on a regular basis and available to school staff on Compass. At Cranbourne Secondary College, school staff will be designated a specific yard duty area to supervise.

# Yard Duty and Supervision Policy

## Yard duty areas

The College map with the detailed zones and designated year level areas is located at the end of this policy. The designated yard duty areas for our school as of Term 1, 2023 are as follows:

Area	Location
Area 1	Stadium
Area 2	Stadium Garden
Area 3	Yr9 Area/T-Block
Area 4	
Area 5	Oval
Area 6	
Area 7	Canteen Annex
Area 8	W-block Toilets
Area 9	W-block Internal
Area 10	S-block Toilets
Area 11	East Courtyard (Junior Courtyard)
Area 12	
Area 13	Junior BB Court
Area 14	Library
Area 15	West Courtyard (Senior School)
Area 16	7 & 8 Gate A
Area 17	7 & 8 Gate B
Area 18	10 & 11 Gate A
Area 19	
Area 20	9 & 12 Gate A
Area 21	9 & 12 Gate B
Area 22	Main Gate (8:10 - 8:35)
Area 23	
Area 24	Canteen
Area 25	School Crossing

## Yard duty equipment

- Wear the provided safety/hi-vis vest whilst on yard duty. Replacement safety/hi-vis vests are available from the Assistant Principal who oversees OH&S.
- Be familiar with the Yard Duty Handbook.
- Staff who have been issued a school phone must carry their phone whilst on yard duty. It is recommended that all other staff carry their personal mobile phone.

## 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 area ensuring active supervision of all students. Refer to the specific details of their allocated Area/Location in the Yard Duty Handbook.
- 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 and have signed in.

# Yard Duty and Supervision Policy

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- Ensure students remain in their designated area (see map below).
- 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.
- Document and report incidents or near misses as appropriate E.g., Compass, EduSafe, correspondence with leaders and principal class.

If being relieved of their yard duty by another staff member (for example, where lunchtime is split into 2 consecutive periods, Lunch A/Lunch B), 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 half of lunchtime.

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 allocation 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 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 the Daily Organiser 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 student needs to attend First Aid they should be sent with a note in their student diary. If the student is too unwell to attend First Aid then a student should be sent for assistance with a note in their student diary. Students should never be left unsupervised.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a staff member in the nearest staff room (who will then contact the 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 [Excursions Policy](#).

## Digital devices and virtual classroom

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

Cranbourne Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments (such as VHAP students or students enrolled with VSV/VSL to undertake a component of their Senior Studies) while on school site. In these cases, students will be supervised in the college Library or Study Hall.

# Yard Duty and Supervision Policy

## 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 eight study periods per cycle. This will be timetabled as a formal 'study hall' where a combination of direct and indirect supervision will be provided, and attendance will be recorded. 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.

## Other areas requiring supervision

At all other times the duty of care responsibility applies whilst students are onsite.

## 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

<b>Policy last reviewed</b>	<b>Term 2, 2023</b>
<b>Approved by</b>	David Caughey Principal
<b>Next review date</b>	Term 4, 2024

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

