



Mount Erin College

Yard Duty 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 Mount Erin 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

Mount Erin College's grounds are supervised by school staff from 8.10am until 3.05pm. Outside of these hours, school staff will not be available to supervise students.

Before school:

- Staff are rostered to supervise the Golf-Links Rd Bus Bay and the Courtyard area from 8:10am, until the warning bell prior to the beginning of Period 1, which starts at 8:30am.

Afterschool:

- Staff are scheduled to supervise the F-block area and the Golf-Links Rd pedestrian crossing from 2:40 pm until 3:05 pm.
- The Golf-Links Rd Bus Bay is supervised from 2:40 pm until 3:05 pm.

Students who wish to attend school outside of these hours will be expected to be supervised directly by specific staff, according to prior arrangement.

Yard duty

All staff at Mount Erin College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Mount Erin College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

Students are not permitted to have bags outside of their lockers at recess or lunch times.

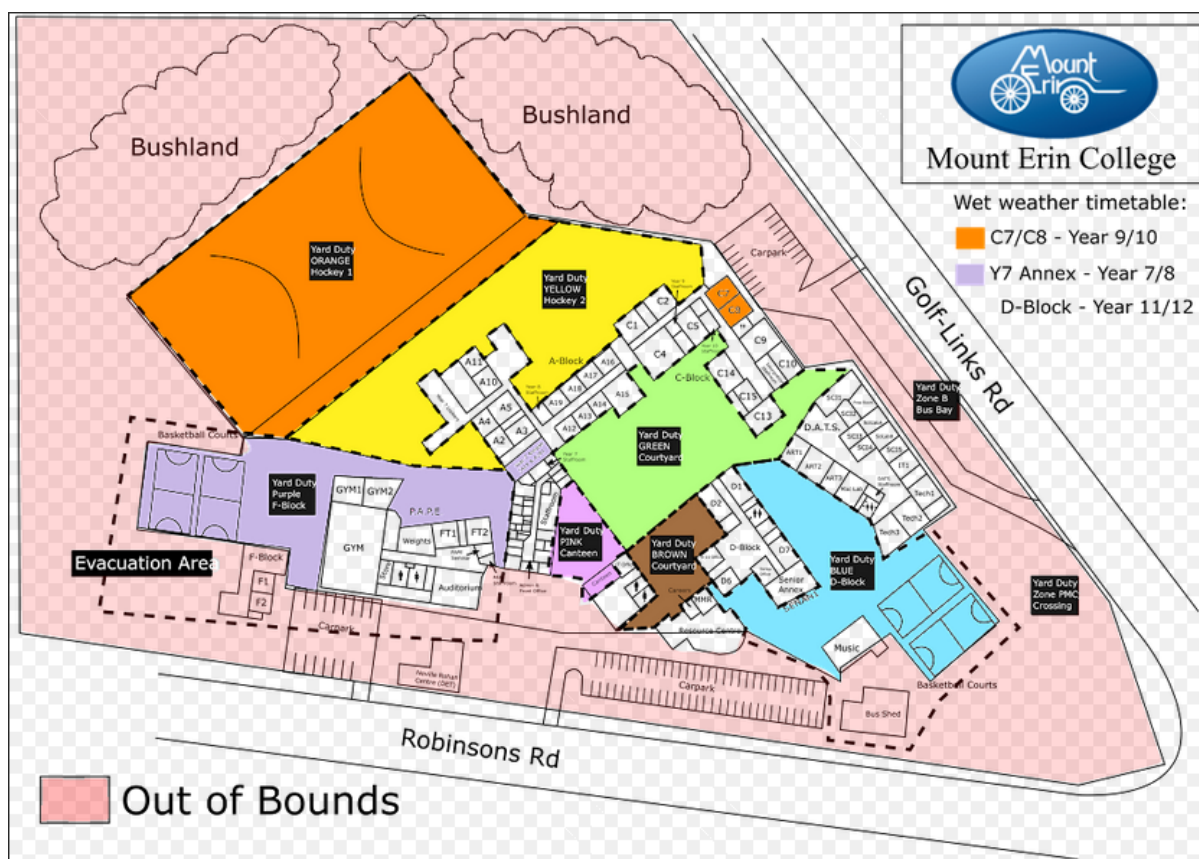
Students are not allowed in corridors during recess and lunch times.

The designated Yard Duty areas for our school as at Term 2, 2023 are:

| <u>Zone</u> | <u>Area</u> |
|------------------------------|---|
| Hockey 1 (Orange) | Staff member will move around the field, staying close to where the students are playing. |
| Hockey 2 (Yellow) | Staff member will move in a clockwise direction from the back of C1 /C2, alongside the back of A16-A19, to the front of A11 and circle around to the Blue house locker bay. Staff member continues to move in a clockwise |

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| | direction along the top of the grass hill, back towards C1/C2. |
| F Block (Purple) | Staff member patrols the out-of-bounds-area alongside the Auditorium & Gym in between the Neville Rohan building, continuing along the front of F Block and circling in a clockwise direction around through the bitumen basketball courts. Staff member will patrol along the Gym1/2 classrooms, towards FT1 & FT2. |
| Canteen (Pink) | Staff to monitor student behaviour in the canteen area, limiting the number of students entering and exiting the Canteen. |
| Courtyard (Green) | Actively move in a clockwise direction along the internal courtyard alongside A12 - C5, alongside C14-13. Take a sharp left at C13 and check the area in front of the DATS building and out near the bus bay. Walk back along the front of D Block, continue up towards the IT office and turn right and back up towards A12. |
| D Block (Blue) | Starting at the rear of Art 1, staff member walks along the back of the Art rooms towards Tech 3 and over towards the blue courts. Staff member moves clockwise alongside the Music building before circling back around the Senior Annexe, in between D block and the DATS and back over to the rear of Art 1. |
| Toilets (Brown) | Staff member walks along the front of the toilet area and also regularly checks the area alongside the resource centre towards the car park. |
| Bus Bay | Staff on duty monitor the behaviour and movement of the students and ensure they are acting in a safe manner whilst hopping on and off the buses. |
| Crossing | Staff member supports the crossing supervisor by ensuring students are acting in a safe and respectful manner. |

Yard duty map:



Yard duty equipment

School staff must wear their safety/ Hi-vis vest whilst on Yard Duty. These vests are issued to all staff and available for CRTs from the Daily Organiser. Staff must collect a hand-held radio device from their house leadership office which they have with them for the duration of their yard duty. This must be returned to the house office or handed to the relieving staff member after the period of 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, remaining visible and 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 school's Student Engagement policy

- ensure that students who require first aid assistance receive it as soon as practicable by using the hand-held radio.
- log any incidents or near misses as appropriate ie: in the First Aid report, or on Compass. Staff are also asked to make an OHS report if they come across any area that presents a safety hazard.

Yard duty changeover:

Staff who are rostered for Yard Duty must remain in the designated area until they are replaced by a relieving teacher.

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 an issue arises:

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 a member of the leadership team via the hand-held radio, 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 a member of the leadership team via the hand-held radio 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.

Wet Weather Days:

Students have a designated space for Wet Weather Days. These rooms are listed below:

- Year 7 / 8 - A1 (Annexe)
- Year 9 / 10 - C4
- Year 11 / 12 - D Block

An Assistant Principal will make an announcement that it is a Wet Weather Day for Recess / Lunch.

Staff on Yard Duty for F Block will be responsible for supervision of students in A1, staff on Hockey 1 yard duty will

be responsible for supervision of students in C4, staff on D Block yard duty will supervise students inside D block. All other staff on yard duty will remain in place.

Classroom

Teachers must always be conscious of the fact that they have a legal responsibility for the supervision of all students in their care during class times.

If a student is permitted to leave the classroom, they must obtain an 'out of class pass' from their teacher which they must carry with them. The 'out of class' must also be logged on Compass and the reason provided. If a student's behaviour is such that they are asked to leave the room, they must be given a 'Getting It Sorted' sheet and will be directed to a specific classroom. Where the teacher has concern for the student, another student will accompany them to ensure they go to the designated classroom.

If a teacher needs to leave the classroom unattended at any time during a lesson, he /she/they should first email the House Leadership team and / or a member of the Principal Team 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.

Digital devices and virtual classroom

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

Mount Erin 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 the Resource Centre, or by a specific staff member in an appropriate space.

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 four sessions per week. This will be timetabled as a formal 'study' period, where supervision and support will be provided, and attendance will be recorded by the supervising staff member. Students will not be permitted to leave school grounds during these sessions. Year 12 students can apply for a 'work at home' pass which allows them to arrive at school later or depart early in accordance with their study periods. This form must be signed by a parent or guardian and approved by the student's House leader. Students are required to sign in / out with their respective House support officer when they arrive / depart school grounds.

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
- 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.

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

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| Policy last reviewed | May 2023 |
| Approved by | Principal |
| Next scheduled review date | May 2025 |