



## Mount Erin College

### Yard Duty and Supervision Policy

#### Child Safe Standards

Mount Erin College is a Child Safe School. Our College is committed to safety and wellbeing of all children and young people. We value all students as individuals and their diversity. This will be the primary focus of our care and decision making.

Mount Erin College is committed to providing a Child Safe environment where children and young people are valued and feel safe, and their voices are heard about decisions that affect their lives.

Our College takes a preventative, proactive and participatory approach to Child Safety to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to. Mount Erin College has zero tolerance for child abuse.

#### PURPOSE

The purpose of this Policy is to explain to staff Mount Erin College's Yard Duty procedures and expectations for the appropriate supervision of our 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 is also essential in ensuring schools fulfil their legal obligation regarding 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 Mount Erin 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 as per the Yard Duty Roster and at other specific dates, time and places.

#### POLICY

##### Before and after school

Mount Erin College's grounds are supervised by school staff from 8:08 am until 3:27 pm. 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 8:08 am until the warning bell prior to the beginning of Homegroup which starts at 8:32 am.

**Afterschool:**

- staff are scheduled to supervise the F-block area and the Golf-Links Rd pedestrian crossing from 2:43 pm until 3:07 pm.
- the Golf-Links Rd Bus Bay is supervised from 2:43 pm until 3:32 pm.

Students who may wish to attend school outside of these hours (e.g. extra-curricular activities such as Production Rehearsal) need 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.

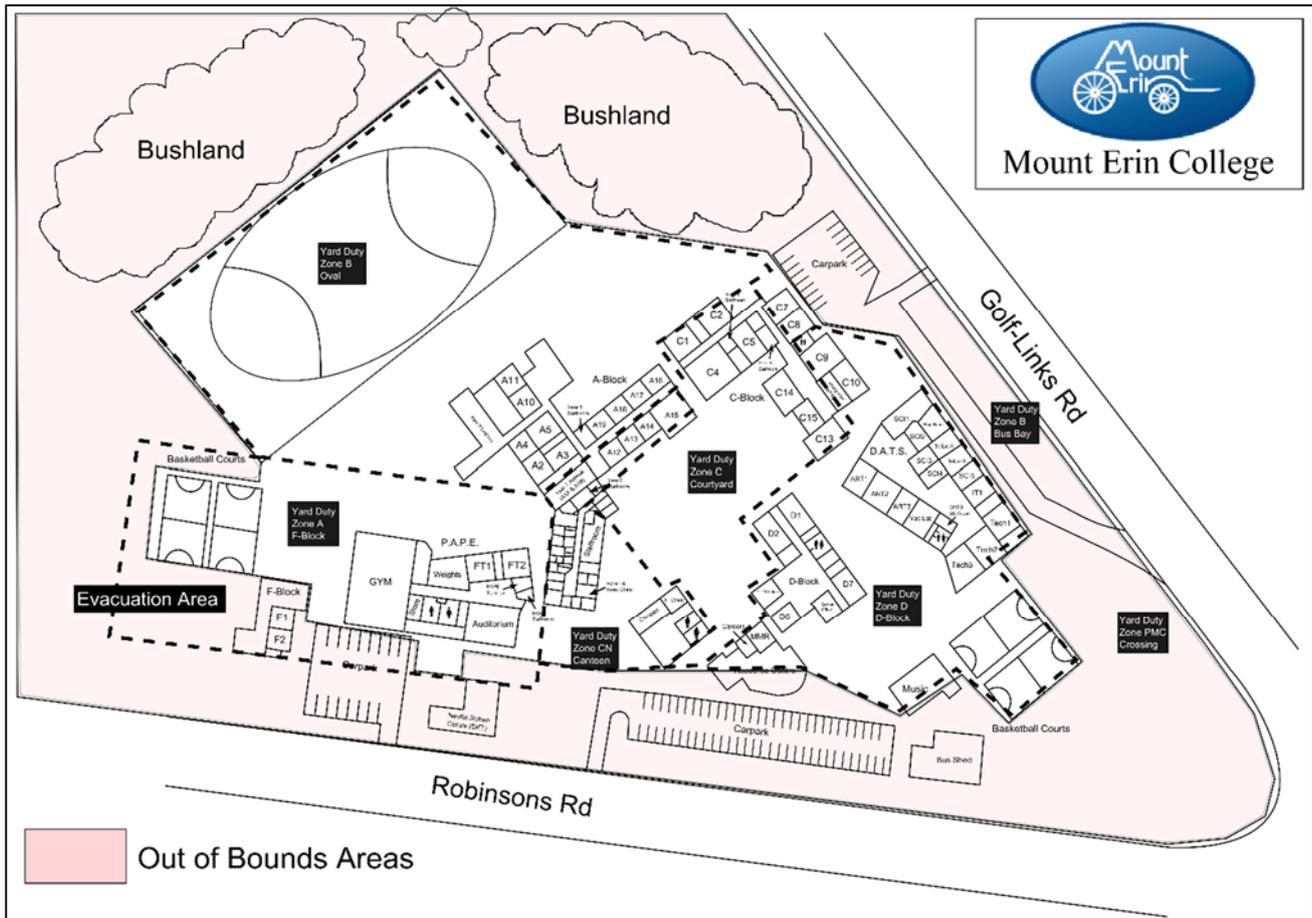
**Students are not allowed to have bags at recess or lunch.**

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

The designated Yard Duty areas for our school as at Term 1, 2018 are:

| Zone   | Area  |
|--------|---|
| Zone A | F-Block. Walking through Neville Rohan Carpark. Enforcing out of bounds areas along Robinsons Road. Walk around F-Block and Army Reserve area.<br><br>If scheduled for after school duty, staff must encourage safe and orderly traffic flow. Staff should ensure student safety. |
| Zone B | Oval<br><br>Close supervision of all areas ensuring students are not in out of bounds area. Staff to walk through A Block Corridor and Year 7 Locker bay.<br><br>Priority is given to active play and ball sports on the oval.  |
| Zone C | Courtyard<br><br>Circle through the toilets during duty time. From the toilets to the front of the RC and to the canteen bus bay. Staff to go through C Block corridor.<br><br>No ball games in this area.  |
| Zone D | D-Block<br><br>Staff to move around D Block externally including the rear of Resource Centre to staff car park. Music Building external, between the DATS and the Blue Courts.  |

|                     |  |
|---------------------|--|
| Zone CN             | Canteen<br><br>Close supervision. Only students purchasing food allowed in canteen. This staff member to supervise the area directly outside the canteen once the initial crowd has thinned.   |
| Zone PMB            | Bus Bay<br><br>Staff to walk between C Block and DATS ensuring students line up in an orderly fashion along the length of the DATS building. Staff to ensure students have bus passes ready. Monitor students waiting for late bus in DATS.  |
| Zone PMC            | Pedestrian Crossing<br><br>Staff to ensure all students use the crossing. Patrol to the corner of Robinsons Road and Golf Links Road. Patrol up to the crest of hill towards St Augustines. Ensure bike riders have helmets on and are walking their bikes off the school premises. Check bus stop across the road to monitor student behaviour.   |
| OUT OF BOUNDS AREAS | <ol style="list-style-type: none"> <li>1. All staff carpark areas.</li> <li>2. Neville Rohan carpark and building surrounds.</li> <li>3. Bus Bay at recess and lunch</li> <li>4. Bushland area</li> <li>5. Outside of oval fence line excepting area closest to the school.</li> <li>6. Triangle from the side of the Bus Shed, Music Building and Blue Courts to the corner of the school property at Robinsons/Golf Links Road.</li> <li>7. Front of F Block facing Robinsons Road</li> <li>8. All staff rooms</li> <li>9. Admin Corridor</li> </ol> |



School staff must wear their safety/ hi-vis vest, which is provided, whilst on Yard Duty. These vests are issued to all staff and available for CRTS from the Daily Organiser.

During Yard Duty, supervising school staff must:

- methodically move around the entirety of the designated zone, remain visible at all times and consistently check on student behaviour within the 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 by notifying the General Office
- 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 they sight the replacement teacher.

If there has been any incident or potential issue identified during their time on Yard Duty they need to provide a brief but adequate verbal 'handover' to the relieving staff member and to follow up with the relevant Year Level Coordinator or a member of the Principal Team.

#### **If an Issue Arises:**

If the supervising teacher is unable to conduct Yard Duty at the designated time, they need to contact the Daily Organiser or a member of the Principal Team 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 must notify the Daily Organiser or a member of the Principal Team 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 to alert the Daily Organiser or a member of the Principal Team 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 Days:**

Year level Leaders have a specified room for their students on designated Wet Weather Days.

These rooms are listed below:

- Year 7 Annexe
- Year 8 A 19
- Year 9 Year 9 Centre
- Year 10 C8
- Year 11 D Block Common Area
- Year 12 D Block Common Area and Pavilion

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

Staff on Yard Duty for the Oval will then have responsibility for helping to supervise the Wet Weather Rooms. The person allocated to D Block will assist in supervising the Year 11 and 12 Common Area and Pavilion. The person allocated to the Canteen would still need to supervise this area. The teacher on Courtyard supervision given that some students may still be in this area would circle through the courtyard and the A & C Block Corridor.

Additional staff, from those that do not have a full Yard Duty allocation will be rostered on to help supervise particular rooms.

#### **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.***

If a student is permitted to leave the classroom, they must have their signed diary, indicating the reason and time they left the class. 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 or she should first email the Year Level Leader 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**

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.

The Principal has ultimate responsibility for ensuring that students are appropriately supervised during all school activities, camps and excursions.

The College has a clear process for the approval of all proposed School Activities, Camps and Excursions.

This process has been put in place to ensure that the College fulfils its Duty of Care by implementing appropriate staff / students ratios for all events.

The Management Committee meets weekly to ensure that all relevant information has been provided and that all relevant Departmental ratios and Guidelines are complied with. The Management Committee also checks the educational rationale for all proposed School Activities, Camps and Excursions and that they do not create excessive disruption to the effective operation of the College.

Staff need to provide all relevant information to the Management Committee at least **6** weeks prior to the proposed Activity or Excursion.

Camps need to be approved before the end of the previous school year as parents need to be notified well in advance and the dates entered on the College Calendar.

The Management Committee makes recommendations regarding the suitability of proposed events to OACC for their consideration.

The Principal then checks these before taking them to the College Board for approval.

Please refer to the College's Camps and Excursions Policy for further details.

### **External Providers**

Staff at our school acknowledge that, as our Duty of Care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when External Providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with External Providers. Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with External Providers, such as when students are participating in Work Experience, School Based Apprenticeships and Traineeships, Structured Workplace Learning and any other Workplace Learning Program involving External Providers. Our School will follow all applicable Department of Education and Training Policy and Guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's Guidelines in relation to Workplace Learning are available at the following link:

<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/workplace.aspx>

Refer to External Providers Policy for further details.

### **FURTHER INFORMATION AND RESOURCES**

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

#### **REVIEW CYCLE**

This Policy was approved in July 2019 and is scheduled for review in July 2021

This policy will also be updated if significant changes are made to school grounds that require a revision of Yard Duty and Supervision Policy.