



## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact Trafalgar High School on 56331733.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Trafalgar High School, 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

Trafalgar High School's grounds are supervised by school staff from 8:15 a.m. at the front of the school for bus arrivals and then from 8:45 across the school grounds and until 8:57. At the conclusion of the school day at the front of the school for bus departures from 3:30 until 4:15 (or the departure of the final bus) Outside of these hours, school staff will not be available to supervise students

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

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:



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- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### Yard duty

All staff at Trafalgar High School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Trafalgar High School, school staff will be designated a specific yard duty area to supervise.

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff.
- Use a walkie/talkie. Staff may also use their mobile phones as well as a walkie talkie.
- Yard duty equipment must be returned 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 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 and have signed in (excluding drop off and collection periods)
- 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
- 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'



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If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the school operations manager 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 school operations manager but should not leave the designated area until the relieving staff member has arrived in the designated area.

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 students request to leave the classroom, the teacher must fill in the student's diary with; reason for leaving, time of departure and teacher's signature.

For students with appointments (i.e. welfare, sub-school), students should have an appointment card (yellow) that has the child's name, date and time of appointment and with whom the appointment is with.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Duty Teacher by sending a responsible student to the office to request 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

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

Trafalgar High School 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 library/senior study area or other sub-school offices.

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



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- student attendance will be monitored through 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](#)

### Independent Study

Year 12 and year 11 students when during private study periods will attend the senior study area. Passive supervision is provided in this area by the senior sub school and careers teams.

Senior students may also access the library during independent study periods.

### 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

Sports Centre – P.E./Outdoor education staff will supervise the sports centre for students use during break times. When not available the sport centre will be closed for use.

Welfare Centre – welfare staff will supervise students.



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### COMMUNICATION

This policy will be communicated to our school community in the following:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

### 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](#)


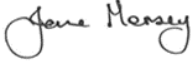
### POLICY REVIEW AND APPROVAL

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 Trafalgar High School's yard duty and supervision arrangements.



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Policy last reviewed	08/06/2022
Approved by	<p>Signed:  School Council President Tanya Megaw</p> <p>Signed:  Principal Jane Mersey</p>
Next scheduled review date	08/06/2024