

Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand this policy, please contact the College on 03 9433 2666

PURPOSE

The purpose of this policy is to explain to staff Greensborough College's Yard Duty procedures and expectations for the appropriate supervision of secondary students.

SCOPE

This policy applies to all teaching and non-teaching staff at Greensborough 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.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Greensborough College's grounds are supervised by school staff from 8.50am until 3.20pm with the exception of Bus Duty; 8.40am to 9.00am and 3.10pm to 3.40pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to attend the library which is open between 8.30 – 9.00am every day or to attend Breakfast Club on the days that this program is running.

Yard duty

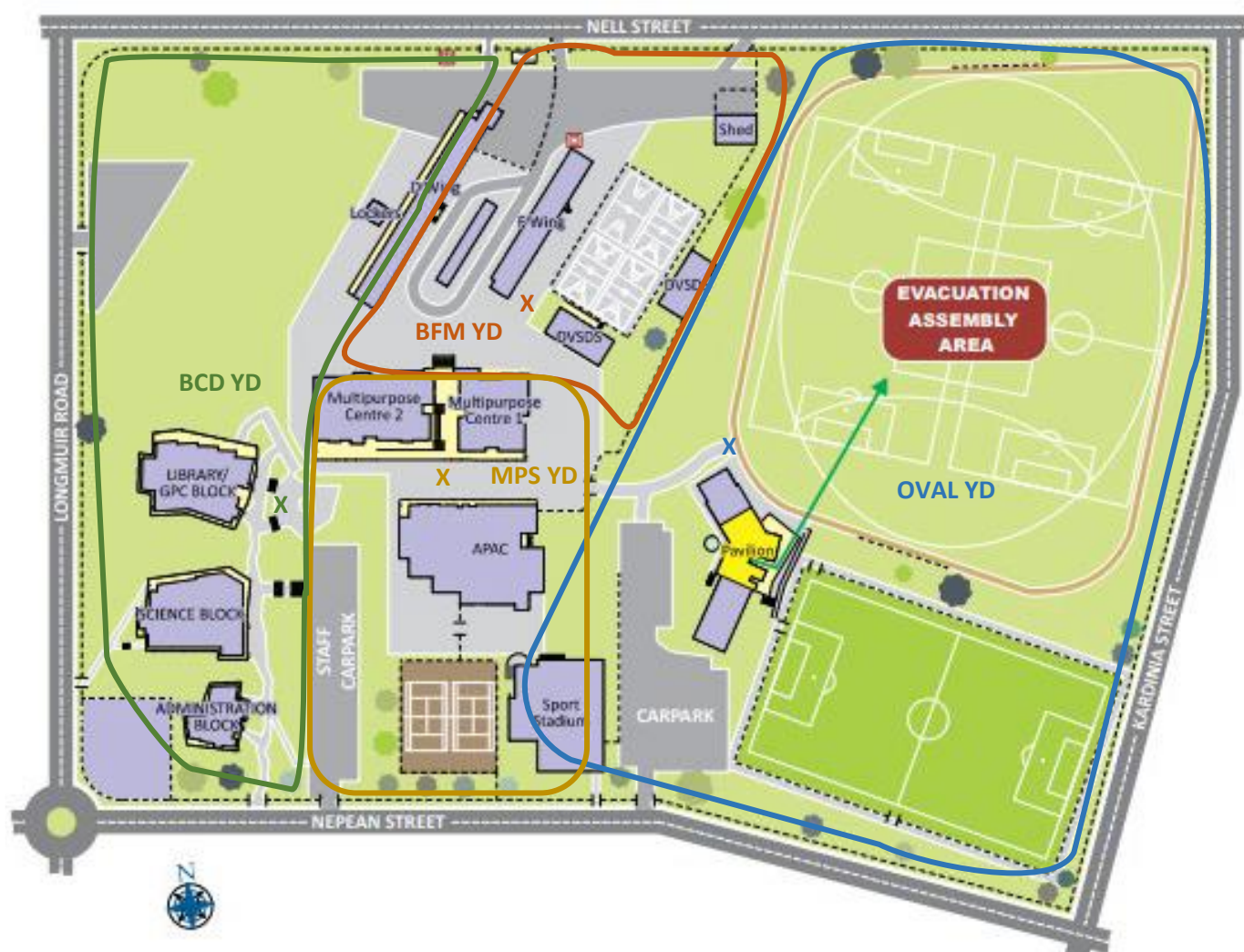
All staff at Greensborough College are expected to assist with yard duty supervision and will be included in the weekly roster.

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

The designated yard duty areas, specific area guidelines are outlined on Appendix A and B.

CODE: Description	Timings
BUSBS: Bus & D wing	Before School: 20mins 8.40-9am
MPS: MP Wing, Plaza, Stadium and Canteen	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.00-1.25pm
BFM: Basketball Courts and HP Wing	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.00-1.25pm
BCD: D Lockers, L & S Wings	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.00-1.25pm
OVAL: Ovals and Pavilion	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.00-1.25pm
LBAS: Locker Bays	Afterschool: 10mins 3.10pm-3.20pm
BUSAS: Bus & HP wing	After School: 30mins 3.10-3.40pm

AREA MAP



During yard duty, supervising school staff must:

1. Your yard duty begins at the designated time and this is when you should be stationed at your area. You should not begin moving to your area when your yard duty starts, but with enough time to get there, before

the start time. School staff must wear the provided high-visibility safety vest, and carry a mobile phone (either a school mobile or your own – you can claim back any calls you make on your own mobile as a tax deduction).

2. If you do not have a mobile phone with you, you should collect the yard duty phone from the Admin Office.
3. **In an emergency, please contact the Admin Office on 9433 2606.**
4. You are expected to move around your area actively, be alert and vigilant, using the paths noted on the map below as a guide, and supervising and engaging with students. All inappropriate behaviour must be challenged and if necessary, recorded down for a report to be sent to the relevant person (Year Level Coordinators/AP) for follow-up.
5. If being relieved of their yard duty shift by another staff member (for example, lunch time 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.
6. If the supervising teacher 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 teacher 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 teacher has arrived in the designated area.
7. When the music starts playing your formal yard duty has ended and from that point you are no longer expected to be patrolling your designated area. As teachers and students are moving around the school they are being supervised indirectly during that time. As soon as the music begins, start moving students towards the locker bays. If students are taking too long in the locker bays, encourage them to move onto their classes.
8. If the next duty teacher does not arrive for yard duty, the teacher currently on duty should call the Daily Organiser on 0411 178 346 or the Admin Office on 9433 2606 and not leave the designated area until a relieving teacher has arrived.
9. Ensure you know which spaces are out of bounds (refer to the lined sections on the map) so we can send a clear message to students about spaces they can and cannot go into.
10. Pay particular attention to spaces with a large volume of students; or students congregating towards a particular area.
11. If a serious incident occurs, inform someone straight away/seek help/send a student to get help. Offer any assistance you can. Take note of what you saw/what you can find out, including witnesses.
12. Take the names of any students not following instructions and report them to the relevant Year Level Leader. Leading Teacher/Principal Class member for sanctions.
13. Ball sports are only allowed on the ovals/grassy areas, and marked areas such as the basketball court and down ball courts, well away from buildings.
14. Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

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, he or she should first contact Daily Organiser/Assistant Principal/Admin Office 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

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

Greensborough 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 while at school in the library/break out space/senior study centre.

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

- student attendance will be monitored daily with a roll taken by the teacher for every class
- 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

Senior students who do not have a scheduled class will be timetable as a formal "Study Session". Teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. 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

Students must be supervised in the library. If in a small group they are to be supervised by Library staff. If in a class group they are to be supervised by a teacher. Students must be supervised in break out spaces and common areas such as in the Science, Library and MP Buildings.

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

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 Greensborough College's duty and supervision arrangements.

APPENDIX B: area guidelines

Appendix A - Area Guidelines

- For teachers on lunchtime yard duties, crossover points are marked with an X
- Both teachers should be in this area at the crossover time, 1:00-1:05 pm
- Second half of lunch teachers please be mindful that the first half of lunch teacher cannot leave until you arrive, so please try not to be late. If you are, please plan to be early the following week to make up for it. Also note that CRTs are allowed to leave without being relieved since they are legally required to have a lunch break
- Internal areas do not need to be supervised due to indirect supervision by teachers in offices and moving around unless the weather is poor. In cases of poor weather, please refer to the Wet Day Changes section

Before School Bus & D wing Duty (20 mins – 8:40-9:00am*)

- The priority is to demonstrate a presence as the majority of students are arriving
- Buses arrive near the basketball courts at the end of HP wing, near the Bus Shed
- Walk over to D wing Locker Bay and supervise around that area in between bus drop offs
- Keep an eye on students playing on the Basketball courts and near HP lockers
- Ensure students do not take food onto the synthetic surface
- *Buses are scheduled to arrive at 8:40 am and 8:55 am, but at times are running late, so staff should remain on duty until all buses have arrived. Please notify the office (9433 2606) if they buses are late
- Check students are behaving and not pushing and shoving to get to/from their lockers
- When the music sounds, encourage students to head to lockers to get their books and move off to class

MP Wing, Plaza, Stadium and Canteen Duty (Rec 20min - 10:40-11:00am; Lunch 25mins - 12:40-1:05/1:00-1:25pm)

- Move through MP Breezeway, along Student Plaza and into Canteen
- For recess and first half lunch, **the priority is to manage the queues in the canteen**. Ensure only students wanting to buy something are queueing. Move students along who have already purchased their items.
- Instruct students to use the correct entry/exit doors of Canteen. Students should enter from one door and exit out the other. The furthest door from the service area is the entry door. The closer door is the exit.
- Ensure students are not entering the APAC Wellbeing area or car park without an acceptable reason
- Check student toilets in APAC and MP Breezeway of your gender at least once each during duty time
- NOTE: ball sports are NOT permitted in this area

Basketball Courts and HP Wing Duty (Recess 20min - 10:40-11:00am; Lunch 25 mins - 12:40-1:05/1:00-1:25pm)

- Move around HP Wing, around basketball courts and supervise HP side of MP wing that can be seen
- Ensure students are NOT sitting under the DVAS portables or using their equipment
- Discourage students from eating food on the synthetic surface outside HPC3 steps
- Keep an eye out for potential vapers/smokers behind structures/at the end HP wing
- Ensure students are not entering the car park areas without an acceptable reason
- Students should not be using any buildings for their sports games, e.g. using the bus shed as a ball stop/goals
- Check student toilets in MP Breezeway of your gender at least once during duty time
- When the music sounds, encourage students to head to lockers to get their books and move off to class

D Lockers, L & S Wings Duty (Recess 20 mins – 10:40-11:00am; Lunch 25 mins – 12:40-1:05/1:00-1:25pm)

- Move along L & S Wings to D Wing lockers and back, checking in on Library
- Ensure students are not using the indoor open spaces in the Library and Science buildings, unless wet day
- Ensure students are not in the grassy area next to D Wing or loitering in/behind locker bay
- Check student toilets in APAC of your gender at least once each during duty time
- Check that students aren't loitering around locker and that rubbish is put in bins
- When the music sounds, discourage students from just standing around the locker bays – they should be getting books and quickly moving off to class
- NOTE: ball sports are NOT permitted in this area

Ovals and Pavilion Duty (Recess 20 mins – 10:40-11:00am; Lunch 25 mins – 12:40-1:05/1:00-1:25pm)

- Students should ONLY be on the ovals if they are playing ball sports or actively walking around track
- Students should NOT be using the top Soccer Oval unless accompanied by a staff member
- Keep an eye out for students trying to head behind cricket nets or building at far end of oval – students are to be visible at all times and are not to walk behind or be in the cricket nets or building
- Check the Stadium toilets of your gender at least once each during duty time
- Check that students are putting rubbish in bins, ask students to pick up litter if they have litter near them
- Recess/first half of lunch can refuse student access to ovals if they are still eating as they can't play a sport or be active if still eating their food, this will also limit amount of litter being taken out to oval
- When the music sounds, encourage students to head to lockers to get their books and move off to class

After School Locker Bays Duty (10 mins – 3:10-3:20pm)

- The priority is to demonstrate a presence as the majority of students are leaving
- Check students are behaving and not pushing and shoving to get to/from their lockers
- The suggested route is to visit D Wing to HP Wing to MP Breezeway and then APAC Lockers, but you may visit these areas in any order

After School Bus Duty (30 mins – 3:10-3:40pm*)

- Buses depart near the basketball courts, at the end of HP wing, near the Bus Shed
- Safety is paramount: deal with students pushing and shoving, moving in front of buses etc.
- Get each student to have their bus pass in hand BEFORE they get on the bus. If they do not have their bus pass with them, they must wait until all students with their passes have boarded first
- Bus 1 departs for South Morang at approx 3.20pm. Bus 2 departs for South Morang approx 3.35pm.
- NOTE: Ensure students who are waiting for buses are not loitering in the car park grounds

Wet Day Changes

During wet days, please note the following changes to yard duty areas:

- Before School Bus, HP and D wing Lockers duty - no change to area but encourage students to remain under cover
- Recess/Lunch MP wing, Plaza, Stadium and Canteen duty:
 - Area changed to **Science wing open space, Plaza area and Canteen** - students can use open spaces but not move furniture or change heater settings
- Recess/Lunch BB Courts and HP wing duty:

- Area changed to **HP and MP Breezeway and around MP wings (including MP toilets of your gender)**, plus checking no students are out on Basketball Courts including under DVSS portable areas, which are out of bounds to our students
- Recess/Lunch D Lockers, L & S wings:
 - Area changed to **D wing, D Lockers, Library and L wing open space** - students can use open space but not move furniture or change heater settings
- Ovals and Pavilion duty:
 - Area changed to **APAC wing and Stadium (including APAC & Stadium toilets of your gender)** - check no students are using APAC 2 as this is still out of bounds, even on wet days
- After School Locker Bays - no change to area but encourage students to use under cover walkways, where possible
- After School Bus and Basketball Courts duty:
 - Area changed to **Bus and HP wing** - have students wait for buses under cover

For all areas, please continue to encourage students to move to under cover areas and suggest the Library, Library or Science Open Spaces, Canteen, MP Breezeway, and Stadium if wanting to play a sport. Year 12 students can also use the MP Senior Study Centre.