



## **Yard Duty and Supervision Policy**

### **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. 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 plays a vital role in helping schools to discharge 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 Greensborough 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 at specific dates, time and places.

### **POLICY**

#### **Before and after school**

Greensborough College's grounds are supervised by school staff from 8.50am until 3.15pm with the exception of Bus Duty; 8.45am to 9.00am and 3.10pm to 3.35pm. 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 Monday to Thursday or attend the Breakfast Club on Friday mornings.

#### **Yard duty**

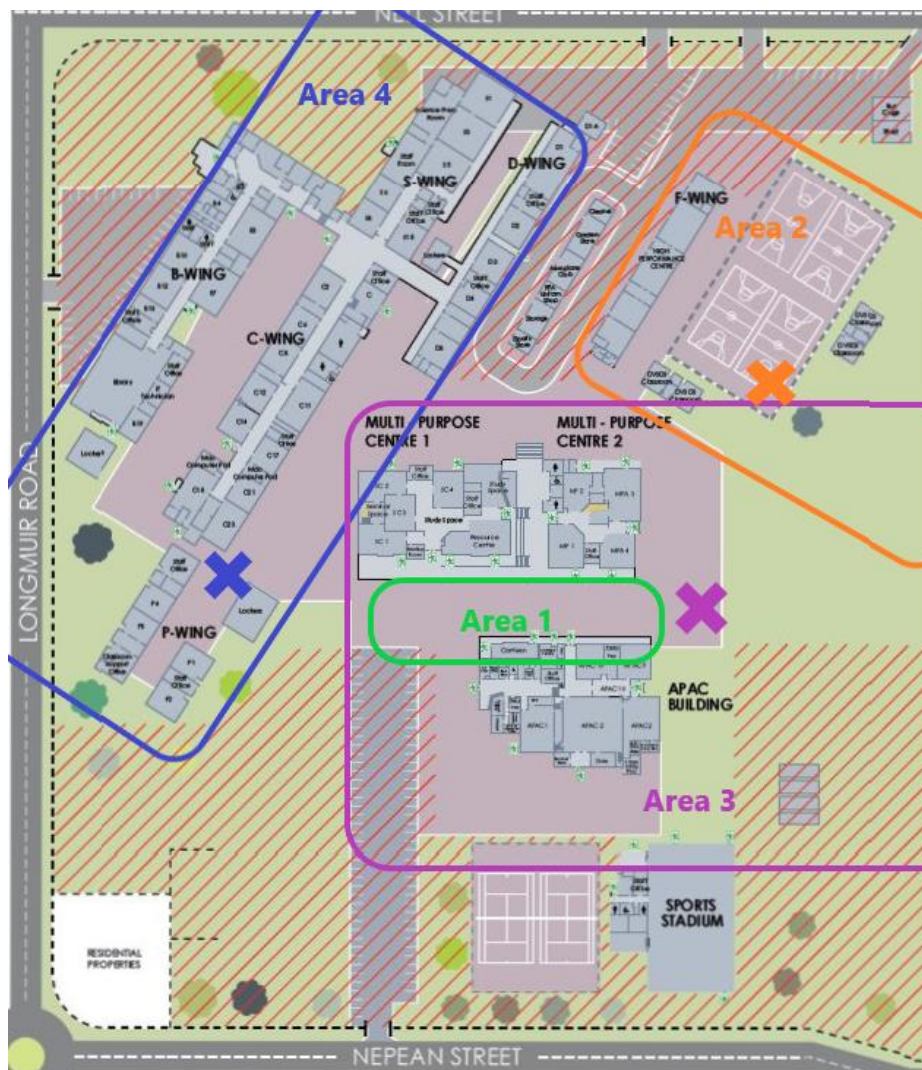
All staff at Greensborough College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Time-tabler 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 and crossover points are out lined on Appendix A and B.

Area 1: Canteen & Student Plaza	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm
Area 2: F Wing, Basketball, Courts, Bottom Oval	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.05-1.30pm
Area 3: MPAC, Stadium, Top Oval	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.05-1.30pm
Area 4: P, D Wings & Locker Bays	Recess: 20mins 10.40-11am Lunch: 25mins 12.40-1.05pm/1.05-1.30pm
Locker Bays	Afterschool: 5mins 3.10pm-3.15pm
Bus Duty	Before School: 15mins 8.45-9am After School: 35mins 3.10-3.35pm

### 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 using the direct number: 9433 2614.**
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 2614 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 Coordinator/Principal Class member for sanctions.
13. Ball sports are only allowed on the ovals/grassy areas, 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.

## **FURTHER INFORMATION AND RESOURCES**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

**APPENDIX A:** area map

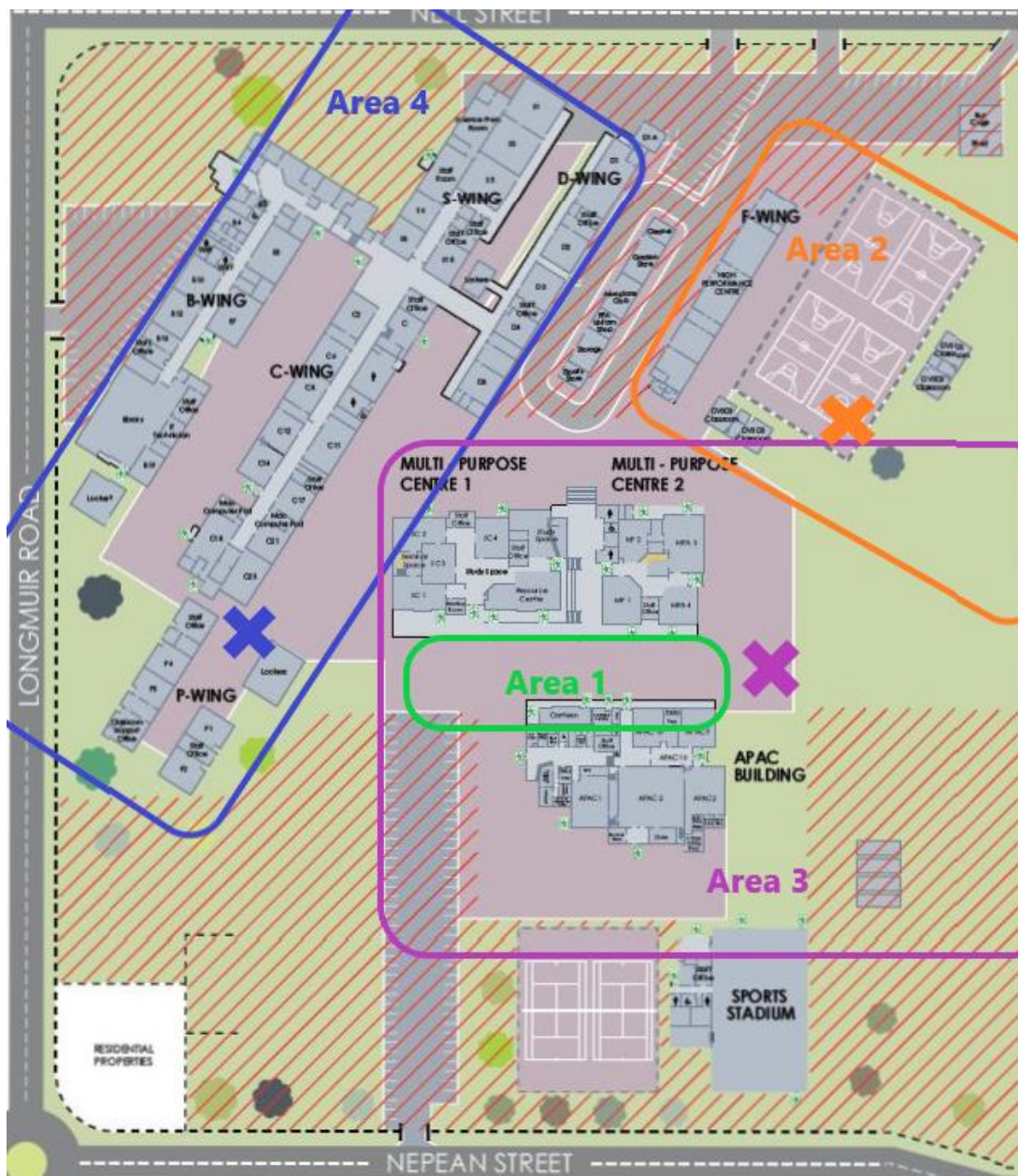
**APPENDIX B:** area guidelines

## **REVIEW CYCLE**

This policy was last updated June 2019 and is scheduled for review in June 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Greensborough College's Yard Duty and Supervision Policy.

## Appendix A - AREA MAP

- For teachers on lunchtime yard duties, crossover points are marked with an X.
- Teacher's should be in this area at the crossover time, 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.
- Area 1 does not have a crossover point. It is only a first half of lunch yard duty.
- Internal areas do not need to be supervised due to indirect supervision by teachers in offices and moving around corridors, unless it the weather is poor.
- In cases of poor weather, please supervise the internal areas as circled in the map below, with Area 2 (which has no buildings) assisting in Area 4's corridors.



## Appendix B - Area Guidelines

### Before School Bus Drop Off (15 mins – 8:45-9:00\*am)

- Buses arrive near the basketball courts at the end of F wing, near the Bus Shed
- Safety is paramount: deal with students pushing and shoving, moving in front of buses etc.
- Keep an eye on students playing on the Basketball courts
- Ensure students do not take food onto the synthetic surface
- \*Buses arrive between 8:45 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 2614) if they buses are later than scheduled.

### Before School All Outdoor Areas (10 mins – 8:50-9:00am)

- The priority is to demonstrate a presence as the majority of students are arriving
- Move around all outside areas except the sports stadium/ovals/basketball courts
- 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

### Area 1: Canteen and Student Plaza (Recess 20 mins – 10:40-11:00am; Lunch 25 mins – 12:40-1:05pm)

- **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.
- Also instruct students to use the correct entry/exit doors. 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.
- Where possible, keep an eye on students in the plaza, the area in between APAC and MPAC buildings
- Ensure students are not entering the admin area or car park without an acceptable reason
- NOTE: Under no circumstances are ball sports permitted in this area

### Area 2: F Wing, Basketball Courts, Bottom Oval (Rec 20min - 10:40-11:00am; Lun 25min - 12:40-1:05/1:05-1:30pm)

- Move between the basketball courts and bottom oval
- Students should not be on the ovals if they aren't playing ball sports
- Also move around F wing and the DVAS portables, as these can block your view of students
- Ensure no students are sitting near the DVAS buildings including on their balcony
- Ensure students do not take/eat food on the synthetic surface
- Keep an eye out for potential smokers behind structures/at the end F wing
- No students should be sitting on the sloped side of the basketball courts/near the cricket nets
- No students should be walking through or loitering near the DV Art Society rooms (middle F wing)
- Keep an eye out for students trying to head behind trees on the ovals – students are to be visible at all times
- Students should not be using any buildings for their sports games, e.g. using the bus shed as a ball stop/goals
- When the music sounds, encourage students to head to lockers to get their books and move off to class

### Area 3: MPAC, Stadium, Top Oval (Recess 20 mins – 10:40-11:00am; Lunch 25 mins – 12:40-1:05/1:05-1:30pm)

- Move between the sports stadium and bottom oval
- Students should not be on the ovals if they aren't playing ball sports
- Also move around MPAC and through the walkway – check the toilets of your gender
- Keep an eye out for potential smokers behind/around the shipping containers

- Keep an eye out for students trying to head behind trees on the ovals – students are to be visible at all times
- No students should be sitting on the oval near far trees
- Students should not be using any buildings for their sports games, e.g. using a wall as a ball stop/goals
- **During second half of lunch ONLY**, also walk through the student plaza, in between APAC and MPAC
- When the music sounds, encourage students to head to lockers to get their books and move off to class

#### Area 4: P,D Wings & Locker Bays (Recess 20 mins – 10:40-11:00am; Lunch 25 mins – 12:40-1:05/1:05-1:30pm)

- Ensure students are not still walking outside the school grounds, at the end of D wing, to get to the basketball courts, nor through the car park
- As you move around, pay attention to the locker areas. Ensure students do not loiter in the locker bays.
- Walk the open area between B & C wings and C/S & D wings, and around P wing portables
- Check the toilets of your gender
- Check that students aren't hanging out in the locker bays, 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: Under no circumstances are ball sports permitted in this area.

#### After School Locker Bay Duty (5 mins – 3:10-3:15pm)

- 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
- For those covering the two lockers bays, Years 7/8/9 and Years 11/12, ensure you visit both bays

#### After School Bus Duty (35 mins – 3:10-3:35\*pm)

- Buses depart near the basketball courts, at the end of F 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
- Talk with Mal regarding any up to date information about bus departures
- Bus 1 departs for South Morang at approx 3.20pm. Bus 2 departs for South Morang approx. 3.25pm.
- The Shuttle Bus (Mal's) departs for Greensborough approx 3.20pm. It returns and becomes Bus 3, which departs for South Morang approx 3.35pm.
- NOTE: Ensure students who are waiting for buses are lined up and not loitering in the car park grounds