
Yard Duty and Supervision Policy (2023 - 2024)



<i>Date implemented</i>	1 March 2023
<i>Author</i>	Justin Hird
<i>Date to be reviewed</i>	February 2024
<i>To be reviewed by</i>	Principal
<i>References</i>	Victorian Government Schools Reference Guide
<i>Approved by</i>	School Council
<i>Date</i>	1 March 2023
<i>Signature</i>	

A handwritten signature in blue ink, appearing to read 'J Hird', located below the signature label in the table.

Objective

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

Scope

This policy applies to all teaching and non-teaching staff at Castlemaine Secondary College, including education support staff, casual relief teachers and visiting teachers.

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.

Policy

Before and after school

Castlemaine Secondary College's grounds are supervised by school staff from 8:45am until 3:45pm (Blakeley Road Campus) and 8:45am until 1:30pm (Etty Street Campus). Outside of these hours, school staff will not be available to supervise students.

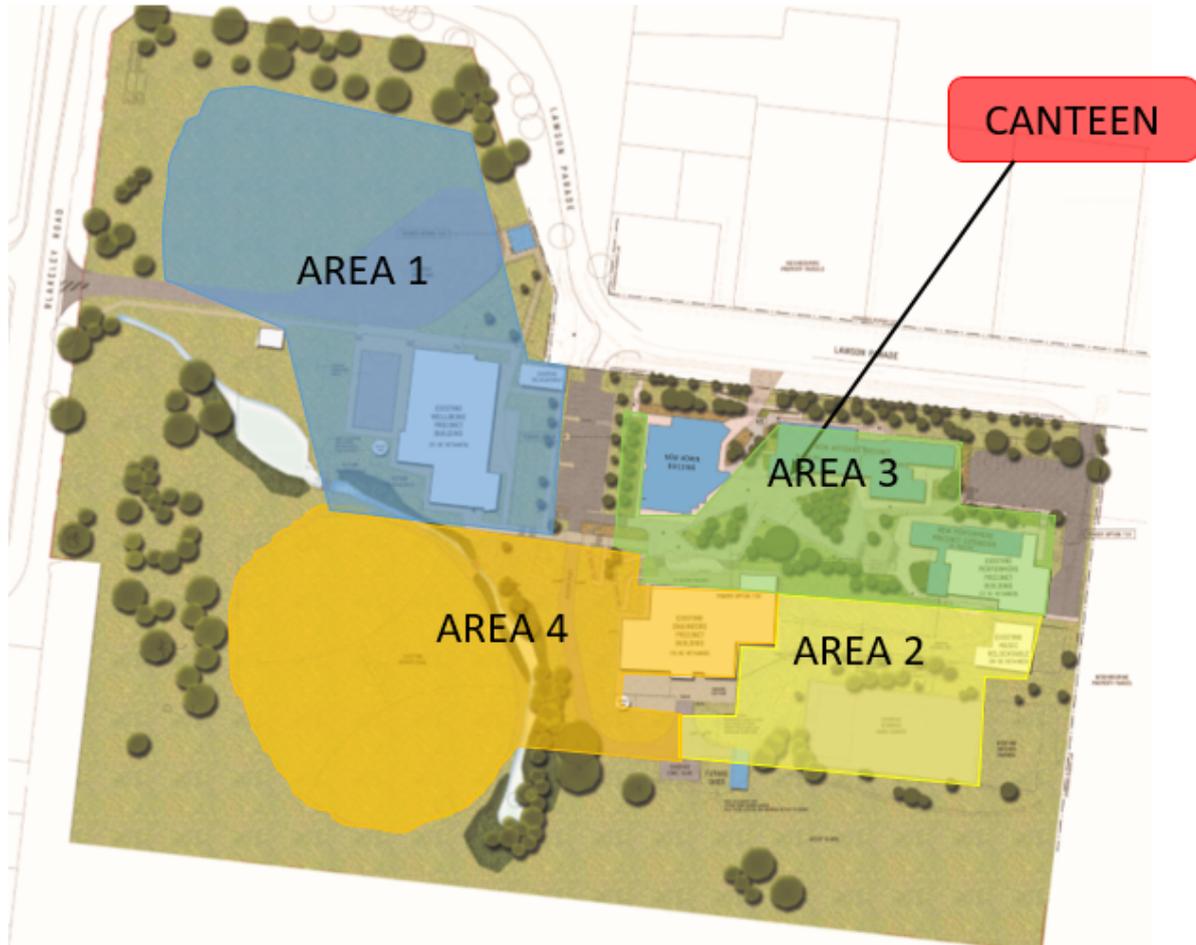
Students who may wish to attend Castlemaine Secondary College's (Blakeley Road Campus) outside of these hours are encouraged to sign in and out of the front office. They may attend the library which is open between 8:30am - 4:30pm, alternatively report to a specific teacher who may be running extra-curricular activities.

Yard duty

All teaching staff at Castlemaine Secondary College 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 Castlemaine Secondary College, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are outlined in the map below.

BLAKELEY ROAD



BUS DUTY: 8:40 - 9:00AM	BusAM	RYJ	KIL	JEN	ROE	FIR
RECESS	Area 1	GOK	WHI	WAT	WIJ	CEV
	Area 2	LOW	BIR	NYB	BON	VAN
	Area 3	REY	DIM	HAZ	TM00	YOK
	Area 4	MCJ	WIJ	SIE	DAV	SAT
	Canteen	STE	TUL	SUA	SAT	LOW
	Library	MAD	MAD	MAD	MAD	
LUNCH 1	Area 1	FLR	WAK	RYJ	CHA	MOR
	Area 2	HIJ	WIB	BIS	STE	BIS
	Area 3	ADR	RHU	ADR	TSA	MER
	Area 4	WIB	MAL	TRE	BLK	WAS
	Canteen	SHE	WAS	RHU	VAN	BIR
	Gym	VEA	ROS	ROS	WLL	EDW
	Library	MAD	MAD	MAD	MAD	MAD
	LUNCH 2	Area 1	MIE	JOH	ROE	HAZ
Area 2		YOK	OHA	MER	JOH	MCJ
Area 3		SAN	AME	NID	DOC	CHC
Area 4		CEV	NAI	GOK	THO	CAB
Gym		VEA	ODO	ODO	WLL	EDW
Library		MAD	MAD	MAD	MAD	MAD
BUS DUTY: 3:15PM - 3:45PM		BusPM	DIM	CAB	KIR	FLR

ETTY STREET - FLO Program



Day	Before School 8.45 - 9.00am (15 mins)	RECESS 11:00-11.30am (30 mins)	LUNCH ONE 1:00 -1.15pm (20 mins)
Monday	FAI	FAI	FAI
Tuesday	OLS	MIE	MIE
Wednesday	NA	NA	NA
Thursday	OLS	FAI	FAI
Friday	HIR	HIR	HIR

School staff must wear a provided safety/hi-vis vest whilst on yard duty and carry the first aid bag. Safety/hi-vis vests and the first aid bag will be stored in the staff room. Staff are encouraged to carry a mobile phone whilst on yard duty.

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

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 Wellbeing and 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 XUNO for student/s involved.

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 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 or Reception (5479 1111), but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Daily Organiser or Reception (54791111), but 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.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Students may leave the classroom if they require to use the toilet and should use the facilities within the building of their current classroom. Students wishing to access other areas of the College should be issued with a written note, e.g. to visit the library or computer technicians etc.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact either the Precinct Manager or Precinct Leader 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Castlemaine Secondary 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 library, Precinct pods or Administration meeting rooms.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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 Traineeship](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Year 11 & 12 students who have study sessions, are expected to either work in precinct areas of the Library senior study space. 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.

COMMUNICATION

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

- available on Castlemaine Secondary College's website so that parents and other members of the school community can easily access information about Castlemaine Secondary College asthma management procedures.
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Reminders in our school newsletter
- Hard copy available from school administration upon request

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	1 March 2023
Approved by	Principal
Next scheduled review date	March 2025