

# **YARD DUTY AND SUPERVISION POLICY**

## **PURPOSE**

The purpose of this policy is to explain to staff Gleneagles Secondary 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 Gleneagles Secondary College's 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**

Gleneagles Secondary College's grounds are supervised by school staff from 8.15am until 3.10pm. 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 8.00 am and 4.00pm.

### **Yard duty**

All College employees have a responsibility to ensure duty of care, at all times.

All teachers at Gleneagles 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 Gleneagles Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas, and roles for the school are outlined in Appendix 1 and available on Compass.

A school map with designated yard duty zones is also included in Appendix 1 and available on Compass.

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:

1. Wear a provided safety/hi-vis vest whilst on yard duty
2. Be on duty for the full period of duty
3. Move around the whole designated supervision area, while focussing more on the areas where most students gather. Be a highly visible presence. Engage with the students in your area
  - a. Pay particular attention to any locker bays in your area, particularly at the beginning and end of the breaks.
  - b. Enforce College policies around out of bounds areas, rough play, being inside buildings etc. and seek clarification of policies as appropriate.
  - c. LA2 person should move outside the canteen if there is no longer a need to continuously supervise the queue.
4. If there are student toilets in your designated area, enter your gender's toilet block. Ensure students are using the facility appropriately and ensure students don't loiter.
5. Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the College's *Student Engagement and Wellbeing Policy*
6. Address any misbehaviour or unsafe situations immediately, seeking assistance as required. Report any identified OH&S issues to the Assistant Principal (Operations) in a timely manner.
7. Be clear about your role when the weather is inclement
8. Be accountable
9. Even if you are not on a duty, you must respond to any duty of care issue that you witness or could be expected to be aware of e.g. moving around the school but not formally on duty, in a staffroom when an incident occurs nearby that you could be reasonably expected to see or hear or recognise as an unusual occurrence.
10. First half and second half duty teachers must have an agreed meeting point and time where they meet during the overlap and ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
11. If someone doesn't arrive for their duty, the other teacher is expected to immediately follow up with their colleague to determine the reason and respond appropriately e.g.:
  - a. First half teacher doesn't meet up with the second half teacher – second half teacher is to move around the designated area to see if the first teacher is dealing with an issue. If they are not located in the area, the second teacher must follow up.
  - b. Second half teacher doesn't show up. The first half teacher **cannot** leave the duty until they have ensured that someone has taken over from them. Speak to the colleague or contact the office/PCO or a P duty teacher to get them followed up or get someone else to take over the duty. Duty of care requires that you ensure that supervision is in place.
  - c. Follow the College Difference Procedure to address any issues with a colleague when you are aware that a colleague is not always performing their duties as expected.
12. All staff are required to check for extras each day in case they are allocated a duty. They must ensure they understand the requirements for the duty – if in doubt seek clarification from a duty P teacher. Speak to the person that has the other half of the duty to arrange a handover.
13. Each teacher is asked to take their mobile phone with them on duty and have the office number available.
14. Each teacher will be asked to forward their mobile telephone number by email to the duty P teachers on their duty day early in the year. The duty P teachers may contact you on your mobile during your duty.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the P duty teacher or a member of the Principal Team but should not leave the designated area until a relieving teacher has arrived in the designated area.

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 the Daily Organiser 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 by school staff during all 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.

## **FURTHER INFORMATION AND RESOURCES**

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

## **REVIEW CYCLE**

This policy was last updated in September 2020 and is scheduled for review in September 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Gleneagles Secondary College's Yard Duty and Supervision Policy.

## **Appendix 1**

Designated yard duty areas. This will be updated if the need arises and may be done without re-presenting this policy to College Council.

## YARD DUTY ROSTER

<b><u>GYM Use:</u></b> Monday: Year 8 Tuesday: Year 9 Wednesday: VCE Thursday: Year 10 Friday: Year 7	<b><u>Pathways:</u></b> Paths are used by all for moving between zones
<span style="display: inline-block; width: 15px; height: 15px; background-color: green; margin-right: 5px;"></span> <b>7&amp;8</b> <span style="display: inline-block; width: 15px; height: 15px; background-color: blue; margin-right: 5px; margin-left: 10px;"></span> <b>9&amp;10</b> <span style="display: inline-block; width: 15px; height: 15px; background-color: orange; margin-right: 5px; margin-left: 10px;"></span> <b>11&amp;12</b> <span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; margin-right: 5px; margin-left: 10px;"></span> <b>Shared</b>	

 <b>GLENEAGLES</b> SECONDARY COLLEGE	<b>ALL AREAS</b>	<b>YARD</b>
<b>RESPECT</b> We value ourselves, others and our environment	We give each other personal space We wait our turn We use facilities for their intended purpose We use school appropriate language We tell the truth We follow instructions We use resources sustainably	We follow all instructions We stay in designated areas We keep our school clean and tidy We are aware of personal space and safety We use school appropriate language We use equipment and facilities for their intended purpose
<b>INCLUSION</b> We welcome and celebrate all	We share We use people's preferred names We help others We facilitate positive communication	We share the space and the game We are considerate of others in shared spaces We positively interact with each other
<b>STAMINA</b> We build our capacity to embrace challenges	We are patient We accept the consequence of our actions We learn from feedback We recognise our emotions We manage our emotions We recognise the needs of others	We walk away from conflict We participate in organised activities We are humble in victory and gracious in defeat We are responsible for our behaviour We seek help
<b>EXCELLENCE</b> We have pride and confidence in everything we do	We keep all spaces clean and tidy We wear our uniform as intended We stand up for ourselves and others	We report all unsafe behaviour and bullying We respectfully challenge others who are not following the rules We stand up for ourselves and others

***Sub School Precincts are in place at Gleneagles Secondary College to create a positive environment that promotes a sense of pride and belonging for all our students.***

When on yard duty staff are to teach and re-teach the College expected positive behaviours in line with our Values Matrix. Staff recognise and acknowledge positive behaviours.

Corridors are out of bounds for students during recess and lunchtime.

Sub School toilet blocks are open all day for student access. Gym toilet is to be locked at recess and lunchtime.

The oval, soccer pitch, top and bottom courts, basketball towers and the paddock are active areas. All other areas are passive areas. Staff collect sports equipment from the relevant sub schools to take to these areas.

Staff organise for their 'half time' hand over to occur at an agreed

location. Staff wear high visibility vest when on yard duty.

If requiring support in the yard for any red flag incident or safety need, staff are to contact the Main College Office.

CODE	WET WEATHER Open & supervise
BFS1	Remember your umbrella and raincoat
BFS2	
RA1	H1 H2 H3
RB1	L1 L2 L3
RC1	A4 A5
RD1	P1 P2 P3
RE1	G2 G4 G6
RF1	Assist with area H
RG1	Assist with area I
RH1	E1 E3 E5
RI1	
RA2	H1 H2 H3
RB2	L1 L2 L3
RC2	A4 A5
RD2	P1 P2 P3
RE2	G2 G4 G6
RF2	Assist with area H
RG2	Assist with area I
RH2	E1 E3 E5
RI2	

LA1	H1 H2 H3
LB1	L1 L2 L3
LC1	A4 A5
LD1	P1 P2 P3
LE1	G2 G4 G6
LF1	Assist with area H
LG1	Assist with area I
LH1	E1 E3 E5
LI1	
LA2	H1 H2 H3
LB2	L1 L2 L3
LC2	A4 A5
LD2	P1 P2 P3
LE2	G2 G4 G6
LF2	Assist with area H
LG2	Assist with area I
LH2	E1 E3 E5
LI2	
P	Make decision & announcement re. wet weather rooms opening
Gym	
AFS1	Remember your umbrella and raincoat
AFS2	
AFS3	
AFS4	

### Before school duties

**BFS1** – General supervision of students arriving at the College and overseeing students using the school crossings. Welcoming students into the College through the relevant sub school entrance. This duty is undertaken by providing a visible and active presence on Reema Boulevard.

**BFS2** – General supervision of the College grounds, in particular coverage of the locker areas. Encourage students to collect equipment and attend class on time.

### After school duties

**AFS1** – General supervision of students leaving the College, including safely crossing the road. This duty is undertaken by providing a visible and active presence on Reema Boulevard.

**AFS2** – Active supervision of students at the bus transit area located in the carpark directly behind the Shed.

**AFS3** – Active supervision of students at the bus transit area located on Reema Boulevard outside the bus exit gate. This is the Fountain Gate Bus which is always very full. Students need to line up and the board the bus in a safe and respectful manner.

**AFS4** – Work with AFS3 duty to ensure safe and respectful boarding of the Fountain Gate Bus. Also ensure all students use the crossing and do not cross at the roundabout.

If requiring support during before or afterschool duty for any red flag incident or safety need, staff are to contact the Main College Office.



