

GREATER SHEPPARTON SECONDARY COLLEGE

YARD DUTY POLICY – Invergordon Campus

Approval Date:	March 2020	Approved by:	School Leadership
*Review Cycle:	Three (3) years	Next Review Date:	March 2023
Responsible for Review:	School Leadership	Initial Endorsement Date:	March 2020

*This policy will also be updated if significant changes are made to school grounds that require a revision of Greater Shepparton College Yard Duty and Supervision Policy.

PURPOSE

The purpose of this policy is to explain to staff Greater Shepparton Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students at the Invergordon Campus. 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.

This policy will be published on the school website.

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 Greater Shepparton Secondary 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, times and places.

POLICY

Before and after school

Greater Shepparton Secondary College grounds are supervised by school staff from 8:30 until 4:00. 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 or senior study centre during staffed times, or report to extra-curricular activities.

Yard duty

All staff at Greater Shepparton Secondary 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 Greater Shepparton Secondary College, school staff will be designated a specific yard duty area and time to supervise.

The designated yard duty areas for the Invergordon Rural Annexe are:

Zone	Area
Zone 1	Front of the school
Zone 2	East near play court and oval
Zone 3	South quadrant behind shelter and bike shed
Zone 4	West of the school, behind shipping container

**** See Appendix for Map**

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the front office of each campus.

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 in a clockwise direction, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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' 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 but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the front office and 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 who need to leave the classroom are required to have a pass signed by the teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact front 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.

RELATED POLICIES AND RESOURCES

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

Appendix A: Invergordon Rural Annexe Campus