

GREATER SHEPPARTON SECONDARY COLLEGE

YARD DUTY & SUPERVISION POLICY

Approval Date:	12 December 2022	Approved by:	Executive Principal
Review Cycle:	Three (3) years	Next Review Date:	December 2025
Responsible for Review:	School Leadership	Initial Endorsement Date:	June 2019

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Greater Shepparton 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 Executive 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 Executive 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.

Before and after school

On our main campus

Greater Shepparton Secondary College grounds are supervised by school staff from 8:30am until 4:00pm. Greater Shepparton Secondary College bus bays are supervised by school staff from 8:15am until 4:00pm. 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 Learning Resource Centre in each Neighbourhood, or report to extra-curricular activities.

At the ILSP campus

Greater Shepparton Secondary College grounds are supervised by school staff from 8:00am until 4:00pm. Outside of these hours, school staff will not be available to supervise students.

Yard duty

All staff at Greater Shepparton 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.

Yard duty zones

For our main campus

The designated yard duty areas for our school as at Term 4, 2022 are as Appendix A – Main Campus Yard Duty Zones, and, Appendix C – Main Campus Yard Duty Bus Zones.

For our ILSP campus

The designated yard duty areas for our school as at Term 4, 2022 are as Appendix B - 2022 ILSP Campus Yard Duty Zones.

Yard duty equipment

School staff must:

- wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the administration area of each House Entry, and in the main administration office in the Enterprise & Innovation Centre, and in the staff room at the ILSP Campus
- carry the yard duty first aid bag at all times during supervision. Yard duty first aid bags will be stored in the administration areas across the school – including House Entries, and the main administration office in the Enterprise and Innovation Centre, and in the staff room at the ILSP Campus
- Be familiar with the yard duty information pack containing student health and safety information stored in hard copy at the main administration office in the Enterprise & Innovation Centre, and electronically on GSSC Sharepoint, and in the staff room at the ILSP Campus

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty responsibilities

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

During yard duty, supervising school staff must:

- methodically move around the designated zone in a clockwise direction ensuring active supervision of all students, to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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 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 staff member 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 staff member 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 staff does not arrive for yard duty, the teacher currently on duty should send a message to the main office and not leave the designated area until a relieving teacher has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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 the main 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 Executive 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

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

Greater Shepparton 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 a GSSC Learning Resource Centre and/or a timetabled classroom.

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

- student attendance will be monitored during daily Learning Mentor classes
- 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 Executive 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 secondary students will have some study block sessions for independent study. This will be timetabled as a formal 'study hall' where 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.

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
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

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](#)

APPENDICES

Appendix A – Main Campus Yard Duty Zones

Appendix B - 2022 ILSP Campus Yard Duty Zones

Appendix C – Main Campus Yard Duty Bus Zones

POLICY REVIEW AND APPROVAL

Greater Shepparton Secondary College school policies are reviewed on a regular cycle.

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