

# YARD DUTY AND SUPERVISION POLICY



## PURPOSE

The purpose of this policy is to explain to staff Ringwood 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 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 Ringwood 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, time and places.

## POLICY

### Before and After School

Ringwood Secondary College's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before school, staff supervise the front of the school in the vicinity of the Library and General Office. After school staff supervise the front area of the school, with a particular focus on the bus stops located on Bedford Road.

Students who may wish to attend school outside of these hours are encouraged to attend the Library, which is open from 8:30am on Tuesday, Thursday and Friday and closes at 4:00pm each day (except Friday – closes at 3:15pm).

## Yard Duty

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

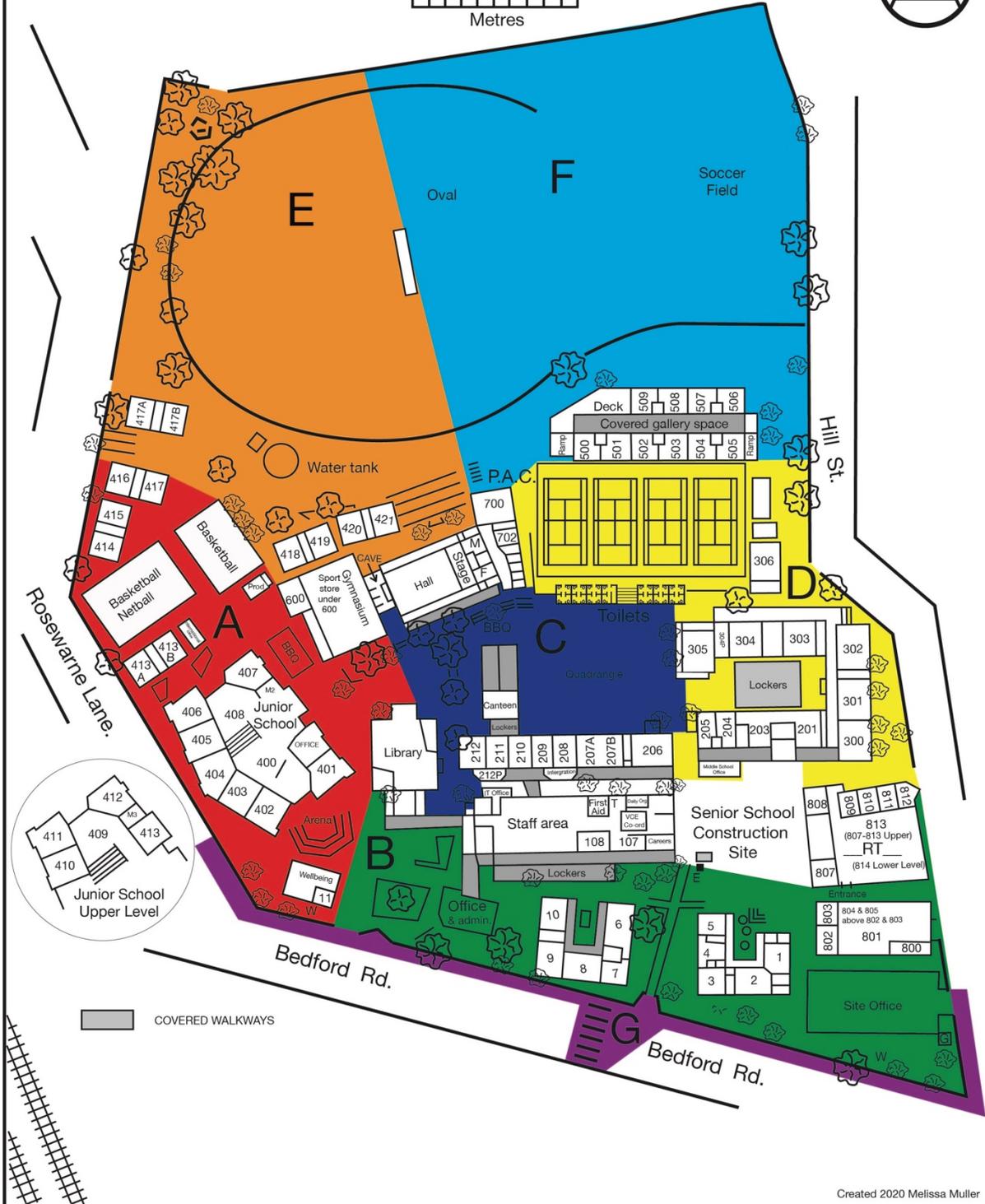
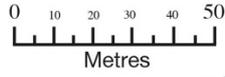
The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 2, 2020 are:

| <b>Area</b> | <b>Description</b>                                | <b>Changeover Point</b>                         |
|-------------|---|---|
| A           | Junior School building and locker area            | Arena entrance to Junior School                 |
| B           | Art, Food Studies & Year 9 locker area            | Outside Room 10                                 |
| C           | Quadrangle and Canteen                            | Hub   |
| D           | Science and tennis courts                         | Entry to Science Corridor<br>(Outside room 305) |
| E           | Oval (West side) and basketball courts            | Basketball courts                               |
| F           | Oval (East side), soccer pitch and 500s building  | Path near back of room 700<br>(PAC)             |
| G           | Bedford road, school entrances and bus stop areas |   |

# RINGWOOD SECONDARY COLLEGE

## Yard Duty



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the area immediately outside First Aid. Staff in Area E or F (Oval) must collect the EpiPen from this area prior to commencing their yard duty and must either return it to this location after completing their duty, or pass it to the teacher replacing them for the second half of lunch supervision.

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
- be alert and vigilant
- carry a mobile phone
- carry mobile phone confiscation envelopes (to be used if necessary, in accordance with Mobile Phone policy)
- 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 with the relevant House Coordinator, School Nurse, Occupational Health and Safety representative or Facilities manager

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 a 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 a Daily Organiser or Assistant Principal, 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 General 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.

## Wet Weather Lunchtimes

A member of the Principal Team will determine if wet weather rooms will be used during lunch time. When this occurs, an announcement will be placed over the school PA system and staff will be emailed. When these rooms are open, the following arrangement will take place:

|             | <b>Rooms Available</b>              | <b>Staff Member Supervising</b>                             |
|-------------|-------------------------------------|---|
| Year 7      | 400 (Presentation Space), 402 & 403 | Area A yard duty member x 1; other Area A to remain in yard |
| Year 8      | 405, 406 & 408 (lower open area)    | Area E yard duty member x 1; Area F to remain in yard       |
| Year 9 & 10 | 500s deck, 500s corridor, 502 & 503 | Area D yard duty member x1; other Area D to remain in yard  |
| Year 11     | 107 & 108                           | Area C yard duty member x 1; other Area C to remain in yard |
| Year 12     | Study Centre                        | Senior School Office to supervise                           |

## 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 a Daily Organiser or Assistant Principal 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](#)

## REVIEW CYCLE

This policy was last updated on 3<sup>rd</sup> June 2020 and is scheduled for review in June 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Ringwood Secondary College's Yard Duty and Supervision Policy.