

# YARD DUTY & SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office 56239900.



## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Warragul Regional 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 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.

### Before and After School

Warragul Regional College's grounds are supervised by school staff from 8:45am to 3:30pm.

The Bus Bay is supervised from 8:15am until 4pm.

Breakfast club is open with volunteer and staff supervision from 8:20am until 8:55am.

The Library is open from 8:30am until 4pm or on Homework club nights from 3:30pm – 4:30pm.

Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours will be expected to sign in and out at the front office.

### Yard Duty

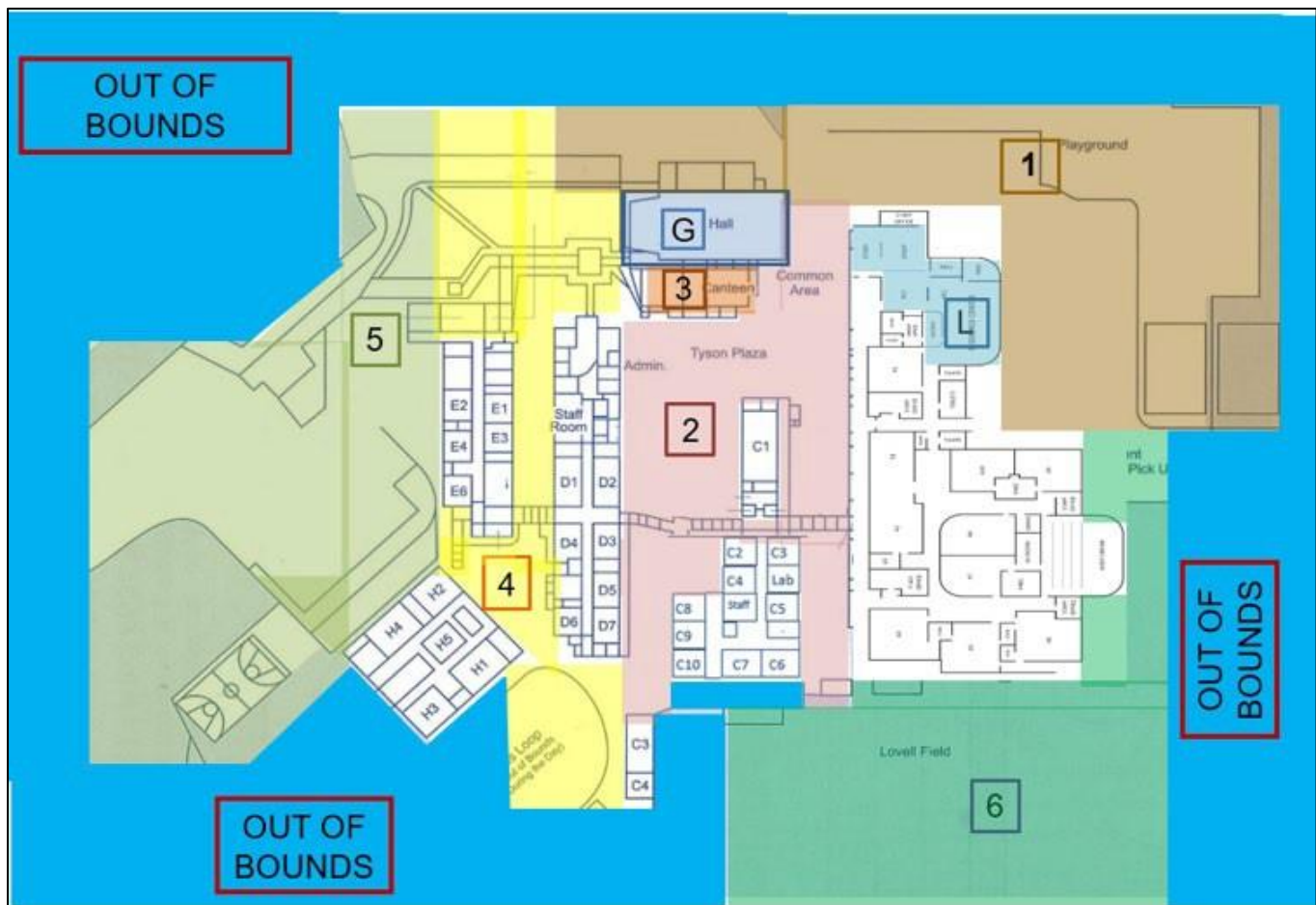
All staff at Warragul Regional College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Warragul Regional College school staff will be designated a specific yard duty area to supervise.

## Yard duty zones

The designated yard duty areas for our School 2024 and 2025 are:

Area	Zoning
AREA 1	Basketball Courts, Small playing field, Playground, Hard Area – Rebound Wall and small section of grassed area near oval.
AREA 2	Tyson Plaza, Areas between C wing and D wing / C wing and MAD centre/Library.
AREA 3	Canteen.
AREA 4	Outside E Wing, Toilets, Bus loop (students may use up to first bus shelter only)
AREA 5	Around portables, basketball courts, old amphitheatre, and Doctors in School building.
AREA 6	Lovell Field, new amphitheatre, and basketball court.
AREA L	Resource Centre and Senior study area supervision.
AREA G	Gym/Hall open for students to use on Monday and Wednesday.



## Inclement Weather Arrangements

Inclement weather events – The Principal Team and Administration Office Staff will determine when inclement weather rooms will be used and announce to the college:

***“Attention all staff and students: Due to the inclement weather conditions today students may use the following rooms for recess/lunch time. ALL oval areas and Basketball Courts are out of bounds”***

- Year 7 & 8: STEAM Centre
- Year 9 & 10: E4 & E6
- Year 11 & 12: Resource Centre

**On inclement weather days staff supervising outdoor areas will translate their supervision to the following inside areas:**

Area	Wet Weather Zoning
AREA 1	Support Area 4 in E4 & E6 with supervision
AREA 2	Tyson Plaza, Areas between C wing and D wing / C wing and MAD centre/Library
AREA 3	Canteen
AREA 4	Open E4 & E6 and supervise students
AREA 5	Around portables, basketball courts, old amphitheatre, and Doctors in School building <b>plus</b> Outside E Wing, Toilets, Bus loop (students may use up to first bus shelter only)
AREA 6	STEAM Centre supervision
AREA L	Resource Centre and Senior study area supervision
AREA G	Gym/Hall open for students to use on Monday and Wednesday

## Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/hi-vis vests will be at the general office and staff office areas.

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 zone until they are replaced by a relieving staff member.

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 and 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 schools [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, when the shift is split into two consecutive time periods at lunch time) 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 relevant yard duty shift to ensure that alternate 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 staff member has arrived in the designated zone.

If the relieving staff member does not arrive for yard duty or assistance is required the staff member currently on duty should send a message or call the office/year level office, Daily Organiser or an Assistant Principal and not leave the designated zone until a relieving staff member or further support has arrived.

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

## Classroom Supervision

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, they should first contact the relevant sub-school office or general office for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

If a student needs to leave the classroom, then the staff member must only allow **one student out with a class pass at a time** (laminated passes will be provided to staff members)

Staff members must supervise students in between double periods, there are no breaks during this time and students should **not** be allowed to leave the classroom and wander the college in groups.

## 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

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

Warragul Regional 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 study space in the Library.

## Students requiring additional supervision support

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

## Independent Study

Year 11 & 12 students and select Year 10 students only will have supervised study sessions each week. This will be timetabled as a formal 'study centre' where supervision and support will be provided, and attendance will be recorded by the library technician. 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
- Published on the School website
- Published on Compass as updated

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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	January 2026

*This policy will also be updated if significant changes are made to school grounds that require a revision of Warragul Regional College's yard duty and supervision arrangements.*