



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 9308 1144.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Craigieburn Secondary 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; on school excursions; 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

Craigieburn Secondary College's grounds are supervised by school staff from 8:45am until 3:20pm. Outside of these hours, school staff will not be available to supervise students.

In the morning, school staff supervise the locker bay and corridor areas from 8:45am to 9:00am. At the end of the day, school staff supervise the Hothlyn Drive bus stop areas, gates 12, 10, 6 and 2; and the area between the PAC and Administration areas.

Students who may wish to attend school outside of these hours are expected to:

- Attend the library on Monday between 3:30 and 4:30pm to complete MATSS sessions to catch up on class work (this session is supervised by a teaching staff member);
- Attend an extra-curricular activity between 3:30 and 4:30pm supervised by a staff member, such as EAL Recreational Group, sports team coaching or a Performing Arts rehearsal;



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- Attend a Work Session between 3:30 and 4:30pm on Monday or Thursday, supervised by a Sub School team member;
- Attend the CHAC program, between 3:30 and 4:30pm on Thursdays, supervised by a Senior Sub School team member.

All activities conducted outside of school hours are to be approved by College Operations prior to the date.

Yard duty

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

The College Operations Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Craigieburn Secondary College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at 25th July Term 3, 2022 are:

Area	Location	Key Notes
CORR	T / A / S / C Wings	Ensure students are behaving appropriately and getting equipment for periods 1, 2, 3 & 4. Encourage students who have collected materials to leave the locker areas rather than wait for their friends. Directing students towards their relevant classrooms.
A	Running Tracks & P7-17	<u>Playing Fields (Area A and B)</u> Students on the Basketball Courts can play basketball. Soccer field is closed – no students are to be in this area. Students encouraged to play in small groups and to use equipment responsibly.
B	Ovals & Portables Area	No eating on sporting fields. Recess/Lunch-L teacher should aim to arrive on time to stop students entering the oval with food. Students not participating in sport should not be on the sporting fields. Students are not permitted to sit in the doorways of portables – out of bounds.
C1	Canteen & Senior School Building / Courtyards	Recess and Lunch-L duties in area C1 = canteen duty for approximately 10 minutes. Allow 3 students in the canteen at one time and all other students must line up in two lines behind the yellow line, socially distancing to reduce risk. When the line dies down, the yard duty teacher is to complete duty as per area C1 map, circulating in that area. Staff rostered to C1 duty from 11:56am to 12:21pm are to also support Area C2.



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C2	Downball Courts & Middle Years Building	Year 7 Downball courts, locker bay and front of the Middle Years Building. Ensuring students are using the drink taps appropriately and dispersing students congregating in large groups. Moving students on from the year 7 locker bay. There is no staff member rostered for the second half lunch. Staff rostered to the first half of lunch will conclude their duty at 11:56am.
D	T / A / S Wing Corridors & Circuit to E Building	Completing a circuit of the T, A and S Wing Corridors, through the Langdon Street staff car park, down to the E Building, around the front and through the Basketball courts. Ensuring students are not in out of bounds areas (eg. Car parks) and playing safely and moving students on from loitering near lockers during recess and lunch.
E	Basketball Courts (closed), Entrance & Amphitheatre Circuit	Checking regularly between the gym, the basketball courts, the entrance to the primary school and our amphitheatre. In liaison with the Gate teacher, who shares line of sight over the main entrance area and area in front of the primary school. Ensuring students are not using the basketball courts – these are closed and out of bounds during breaks.
GAT	Entrance Area, Gate 1	Ensuring that students leaving or entering the school are doing so appropriately. Monitoring visitors to the school and directing them to the Front Office. Supporting the Area E teacher re the Amphitheatre Area and keeping students away from the PAC entrance and out of bounds front carpark areas.
GAT16	Hothlyn Drive E Building Gate	<p>The purpose of the duty is ensuring that students in all year levels are:</p> <ul style="list-style-type: none"> - politely greeted upon entering the school grounds - follow the no mobile phones policy. - Ensuring that students leaving or entering the school are doing so appropriately <p>Gate duty staff also monitor visitors to the school and direct them to the Front Office for entry only – not via gates.</p> <p>ES Staff attending gate duties are to assist the teaching staff member, who has duty of care.</p> <p>Please remind adults re social distancing measures that need to be observed (1.5 m) and remind all members of the school community to avoid congregating together at the entrances and exits to the school.</p>
GAT12	Middle Laneway Gate Back Oval	
GAT15	Langdon Cres E Building Gate	
GAT13	Langdon Cres Back Oval Gates	
GAT17	Hothlyn Dr Gate - Mailbox	
GAT01	Hothlyn Drive – Main Entrance	
GAT02	Hothlyn Drive Gate - PAC	



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GAT06	Senior School Basketball Courts Gate	The PHABLET and GATE KEY must be collected from the Front Office for each gate duty by teaching staff member.
GAT07	Primary School Gate near Playground	
GAT10	Primary Basketball Courts Gate	
GAT14	Langdon Crescent Main Carpark Gate	
GAT11	Back Corner Oval Near Language School	
TOILETS	C-Wing T-Wing	Staff are to provide a presence and passive supervision to help monitor the year level allocation of toilets. Ensuring students are not loitering in the toilet block and the area is left clean and tidy. Staff rostered from 11:56am to 12:21pm are to also support Area C2.
LIB	Library	This duty involves <u>active</u> supervision of students using the Library. Capped at approximately 50 students. Students must respect materials used (eg. Games, multimedia) and leave areas tidy with equipment packed away.
GYM	Indoor Court	Teachers should cap the number of students at approximately 30. Students can only use the spaces and equipment if a teacher is present. This yard duty only covers student use of the courts area, not the weights room.
ES Support	Area D	Joining yard duty teacher in pairs as extra support to encourage students to go to class in last 10 minutes of lunch break. Meet at changeover point.
BUS	Hothlyn Drive Bus Stops	Patrolling the area at the front of the school, with line of sight to the Hothlyn Drive Bus Stops.
PATHWAY	Canteen Pathway	Ensuring students do not exit through the primary school unless they are picking up a sibling (entrance between Primary and Secondary at the pathway adjacent to the canteen at the end of the school day.



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Yard Duty Areas as July, 2022



Yard duty equipment

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests have been provided to individual staff due to COVID-19 risk minimisation procedures. Staff are also provided with a phablet, which much be used for communication purposes and Compass whilst on duty.

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

During yard duty, school staff must:



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- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be given to staff at the beginning of their employment and should be collected from the Front Office.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the Front Office Administration for collection.
- collect a phablet from the Front Office Administration, which must be used for communication purposes and Compass whilst on duty.

Yard duty equipment must be returned to the Front Office 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 particularly in large areas, in a clockwise or anti clockwise manner, ensuring active supervision of all students and line of sight
- 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)
- ensure students remain in their designated year level zones
- 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 and/or EduSafe; and contact the relevant Sub School team members as appropriate

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 Organisation team and the Operations Assistant Principal 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 Organisation team and the Operations Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the Front Office Administration team, the Daily Organisation team or the Operations Assistant



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Principal and not leave the designated area until a relieving staff member 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 are only permitted to leave the classroom if they have written permission from their teacher:

- to attend the Sick Bay with a note in their diary from the teacher;
- to attend the Sub School with a toilet pass from the teacher;
- to go to the library, Sub School, Front Office or other appropriate location with written teacher permission in their diary;
- to work in an area adjacent to the classroom location but in full view of the class teacher;
- to attend Tutoring, Corrective Reading, Instrumental or other lessons/programs

The classroom teacher continues to hold Duty of Care for these students.

Students are not permitted to go to their lockers or the school canteen during class time.

If a student is absent for longer than 10 minutes without approval, this will be considered a truancy and recorded in Compass as per the College's Staged Response Framework.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Daily Organisation Team or the Daily Organisation 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Craigieburn 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 by their class teacher to access online platforms used by the school, such as Webex.

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



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- student attendance will be monitored for classes by the class teacher, according to the College's Attendance policy;
- 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 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

The majority of Year 12 students will have only one study block of three sessions per week. This will be timetabled as a formal 'study session' 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.

Other areas requiring supervision

- Allied Health Team area
- Private study room with integration team members during classes
- Tutoring program sessions
- Instrumental Music Lessons
- Sick Bay
- Corrective Reading room



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- Front Office Administration area
- Hands on Learning

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 and parent reminders are sent at the beginning of each term in our school newsletter.

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	August 2022
Approved by	Principal
Next scheduled review date	August 2024

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