



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Yard Duty and Supervision

PURPOSE

The purpose of this policy is to explain to staff Craigieburn 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 Craigieburn 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

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 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 encouraged 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 STEM Club, sports team coaching or a Performing Arts rehearsal;
- 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.



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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 specific yard duty areas to supervise.

The designated yard duty areas for our school as at 15th October 2020 are:

Area	Location	Key Notes
CORR	T / A / S / C Wings	Ensure students are behaving appropriately and getting equipment for periods 1 and 2. Encourage students who have collected materials to leave the locker areas rather than wait for their friends.
A	Running Tracks & P7-17	Playing Fields (Area A and B) 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 with hand sanitiser.
B	Ovals & Portables Area	No eating on sporting fields. Recess/Lunch-L teacher should aim to be early 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.
C	Outside Middle Years Building down to area in front of Study Centre	Recess and Lunch-L duties in area C1 = canteen duty for <u>approximately 10 minutes</u> . 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 circulate in the rest of the area. Ensuring students are using the drink taps appropriately and dispersing students congregating in large groups.
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 GAT teacher, who shares line of sight over the main entrance area and area in front of the primary school.



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		Ensuring students are not using the basketball courts – these are closed and out of bounds during breaks.
PAV	Pavilion & Fence Line	Patrolling the perimeter for students who are leaving or entering the school, especially to go to the Hothlyn Drive shops or bus stop. Taking names of students and recording on Compass if out of bounds. Checking student lunch passes and sign out passes.
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"> - entering the school appropriately - using hand sanitizer - having their temperature checked before entry to the school. <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> <p>HAND SANITISER must be taken for each gate duty at the office with the PHABLET and GATE KEY by teaching staff.</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	
GAT06	Senior School Basketball Courts Gate	
GAT07	Primary School Gate near Playground	
GAT10	Primary Basketball Courts Gate	
GAT14	Langdon Crescent Main Carpark Gate	
GAT11	Back Corner Oval Near Language School	
LIB	Library	This 30 minute 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.



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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, focusing on the Hothlyn Drive Bus Stops.

Yard Duty Areas as at 15th October, 2020



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 must be used for communication purposes and Compass whilst on duty.



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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, particularly large zones, in a clockwise or anti-clockwise manner, to ensure that all areas are within line of sight for 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 and contact the relevant Sub School team members as appropriate.

If being relieved of their yard duty shift by another staff member, 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 College Operations Executive Officer and College 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 teacher needs to leave yard duty during the allocated time, they should contact the College Operations Executive Officer or the College Operations 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 contact the College Operations Executive Officer and Assistant Principal, and not leave the designated area until a relieving teacher has arrived. The College Operations Assistant Principal will investigate all instances of failure to appear at an allocated yard duty with the individual teacher concerned.

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, and this includes when students are both inside and outside of the classroom.

Students are only permitted to leave the classroom if they have written permission from their teacher:

- to attend the Sick Bay with a toilet pass from the teacher;



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- 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.

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, he or she should first contact the College Operations Executive Office or College Operations 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 AND EVALUATION

This policy was last updated on 15/10/20 and is scheduled for review in October 2021. 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 Policy.