



YARD DUTY AND SUPERVISION POLICY

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

Purpose

The purpose of this policy is to explain to staff Alexandra 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 it 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

This policy applies to all teaching and non-teaching staff at Alexandra 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, and on school excursions and camps.

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.

Before and after school

Outside of school hours Alexandra Secondary College's grounds are supervised by school staff from 8:40 until 9:00am and from 3:20-3:40. Outside of these hours, school staff will not

be available to supervise students. The school will regularly inform parents/carers of the precise times during which the school's grounds will be monitored, on the school website and in the school newsletter each term

Before school; the Bus Park in Nihil St, The Year 12 Common Room, The Science Wing, The Quadrangle, The Student Shelter and The Senior Wing will be supervised.

After school the Bus Park in Nihil St will be supervised.

Students who may wish to attend school outside of these hours are to attend the library for homework club or to report to the teacher in charge of the activity- eg music teacher for music lesson.

Yard Duty

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

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

The designated areas for our school are listed on the blue and green weekly Yard Duty schedules.

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 and actively move around the designated zone and 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 in Sentral.

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 ensure that alternative arrangements are made or contact the Assistant Principal with as much notice as possible prior to the relevant yard duty shift.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Assistant Principal or the office 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 office or call the Assistant Principal 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.

Yard duty zones

MORNING

8.40 - 9.00	A. Bus duty - Nihil St Unlock Yr12 Common Room at 8:40 Unlock Sci wing at 8.50 supervise until FA
	B. Quad and student shelter Unlock Senior wing Supervise Quads & SS until 8.59

RECESS

10.40 - 11.05	Cafeteria
	Front of School and Science Wing
	Student shelter, Quadrangles & corridors

LUNCH

12.45 - 1.13	Cafeteria
	Front of School and Science Wing
	Student shelter, Quadrangles & corridors
1.12 - 1.40	Front of School and Science Wing
	Student shelter, Quadrangles & corridors
1.00 - 1.30	Library
Detention	

AFTERNOON

3.20 - 3.40	Supervise bus park in Nihil Street
	Supervise bus park in Nihil Street

Yard Duty Map



Front of School and Science Wing



Student shelter, Quadrangles and corridors



Cafeteria



Bus duty – Nihil Street



Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student is asked to leave the classroom they will be exited to join a senior classroom.

If a teacher needs to leave the classroom at any time during a lesson he or she should first contact the nearest teacher and ensure supervision for his or her class.

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. 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.

Digital devices and virtual classroom

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

Alexandra 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 the library.

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

- student attendance will be monitored through daily delivery on online classes following the college timetable.
- 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.

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](#)

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

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](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

Review Cycle

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

Date Implemented	December 2021
Approved By	Principal (Operational)
Next scheduled review date	December 2022