



HEATHMONT
COLLEGE

YARD DUTY AND SUPERVISION POLICY

PURPOSE

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

SCOPE

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

Before and after school

Heathmont College's grounds are supervised by school staff from 8.30am until 3.25pm. Outside of these hours, school staff will not be available to supervise students except by prior arrangement.

Before school (8.30 – 8.55am), the front of the school and courtyards will be monitored by staff. After school (3.00 – 3.25pm) the bus stop on Waters Grove is supervised by staff.

Students who wish to attend school outside of these hours are encouraged to sign in and out on Compass at the front office, using their Compass card. The front office is staffed from 8.00am until 4.30pm.

Yard duty

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

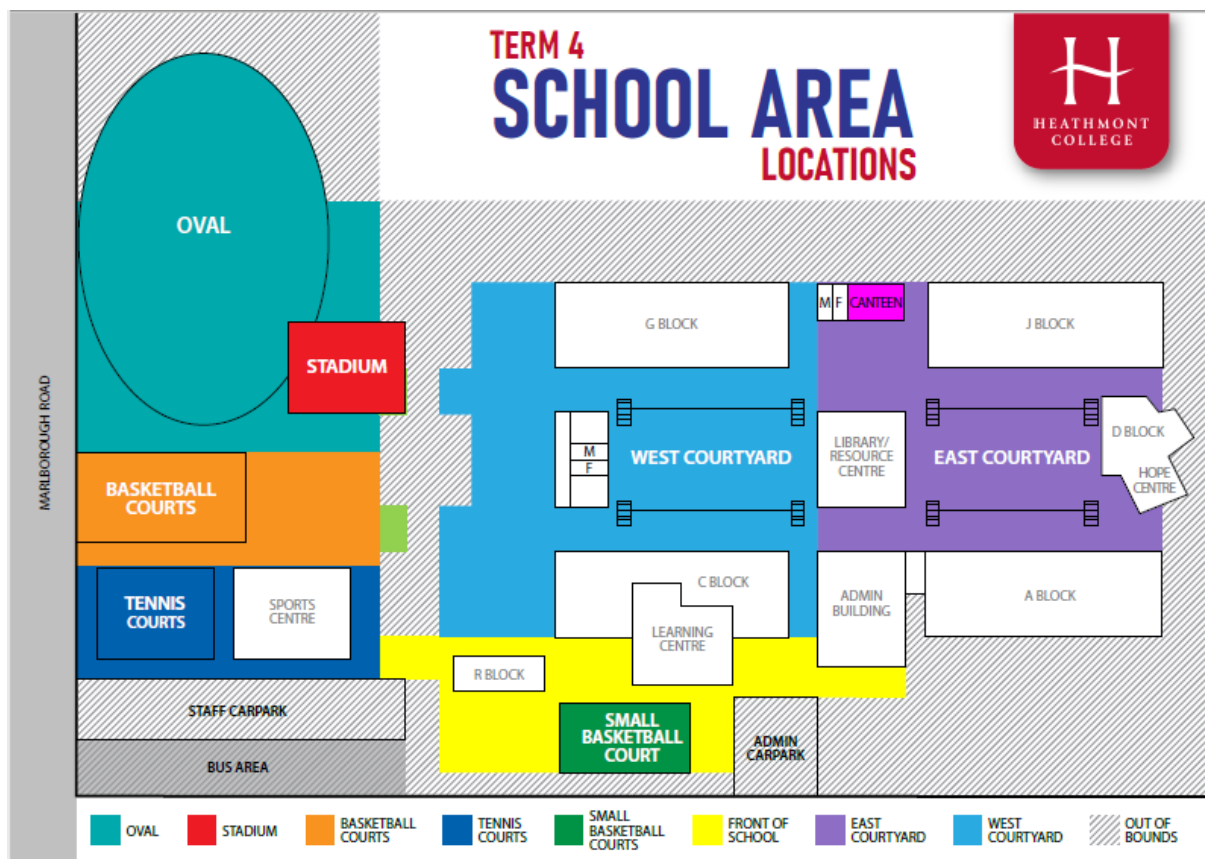
The Daily Organiser is responsible for preparing and communicating the yard duty roster at the start of each term and at any point that changes are made during the term. At Heathmont College, staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school as at Term 4, 2021 are:

Zone	Area
Zone 1	Oval
Zone 2	Front of School
Zone 3	East courtyard
Zone 4	West courtyard
Zone 5	Canteen
Zone 6	Sports courts (Basketball and Tennis)
Zone 7	Stadium

Please see Yard Duty map below



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. All teaching staff will be provided with a vest on employment at the college and are required to keep it at their desk to be used for yard duty.
- A school phone or personal phone that can be used to contact the duress line if required (9871 4898)

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 focusing on being closest to where students are evident and being mindful of any blind spot areas.
- ensure students remain in their designated year level zones where required
- 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 and Wellbeing 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, 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 or Front Office staff 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 Front Office staff or Duress line (9871 4898) 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 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 needing to leave the classroom for any reason must have a pass to do so that is signed and dated by the teacher. If a student leaves the classroom due to illness, another student will need to accompany them to the sick bay to ensure that they arrive safely. Where a student is directed to leave

a classroom due to behavioural reasons, the Front Office must be notified immediately and acknowledgement of receipt of message must be received.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a staff member in the House area for assistance or the Front Office. 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.

Digital devices and virtual classroom

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

Heathmont 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 or other classroom.

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

- student attendance will be monitored through their engagement in either virtual conferencing platforms or via the Microsoft Teams platform as instructed by the classroom teacher.
- 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

Year 12 students only will have one study block of four sessions per week. If these periods fall on a Period 1 or Period 5 session, students may come late or leave early if consent has been provided by the parent. This information is captured through Compass at the beginning of the year. For all other times, students are to attend the Year 12 Study Centre, adjacent to the library for these periods.

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
- Included in our Staff Information Portal
- 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.

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	October 2021
Approved by	Kerryn Sandford, Principal
Next scheduled review date	October 2022

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