

 <p>DONCASTER SECONDARY COLLEGE</p>	<h1 style="color: #800000;">YARD DUTY AND SUPERVISION POLICY</h1> <h2 style="color: #800000;">STAFF</h2>
<p>This policy will be reviewed every 2 Years <i>Consultation with College Council is not required</i></p>	<p>Date approved: June 2022</p>
	<p>Date of next review: 2024</p>

PURPOSE

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

Doncaster Secondary College's grounds are supervised by school staff from 8:35am until 3:15pm. Outside of these hours, school staff will not be available to supervise students except in specific locations or circumstances such as pre-arranged extra-curricular activities.

Before school, school staff will supervise the School Oval and its immediate surrounds as well as the Quadrangles until class begins at 9:00am. After school, school staff will supervise the library until 4:00pm and the bus stops at Thiele Street and Church Road until 3:45pm.

Students who may wish to attend school outside of these hours are encouraged to attend the library during the following hours:

Monday and Thursday: 9:00am – 4:00pm

Tuesday, Wednesday, Friday: 8:30am – 4:00pm

On Thursday afternoon, students can also attend Homework Club between 3:30pm – 4:30pm.

YARD DUTY

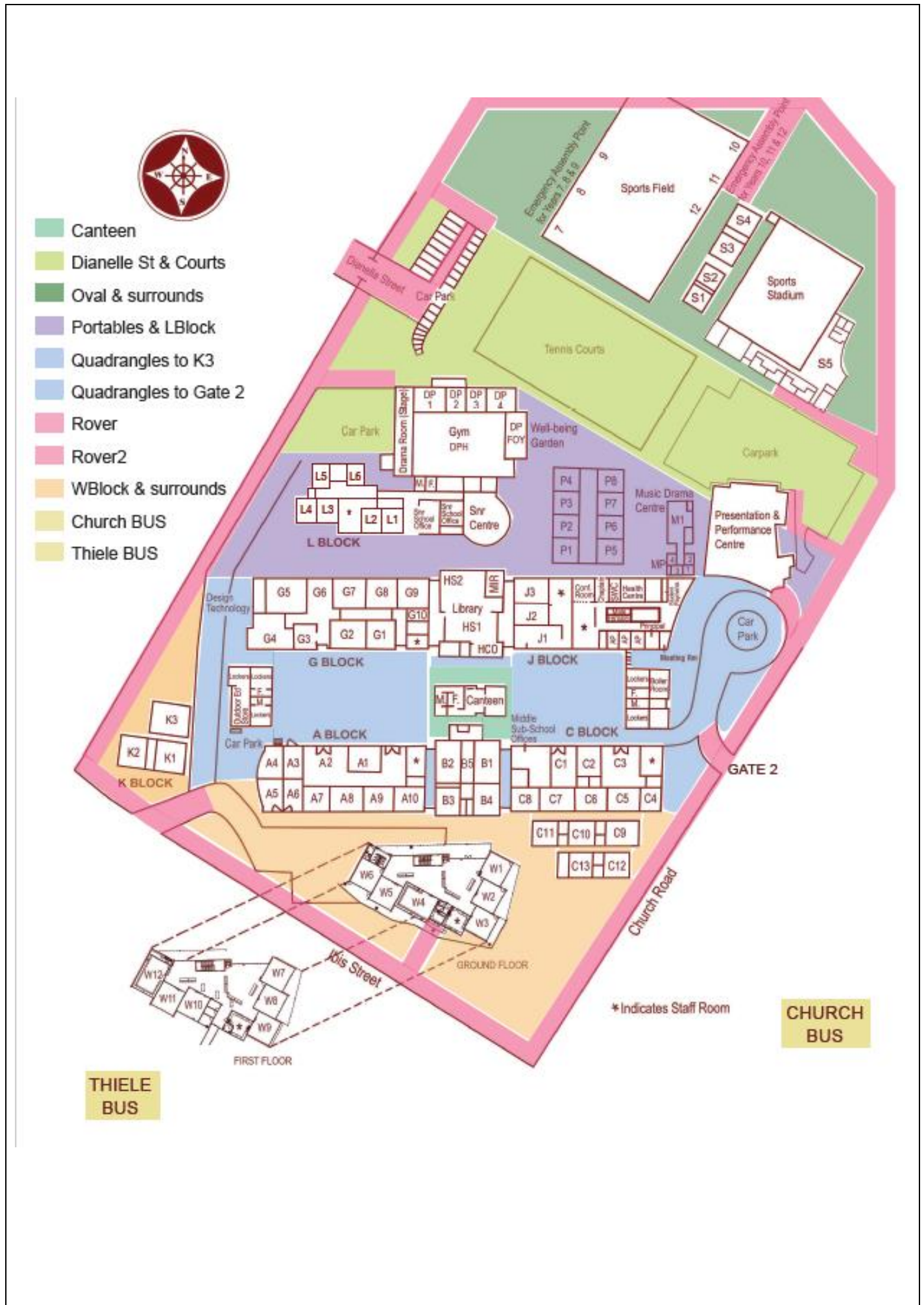
All teaching staff at Doncaster Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser, supported by an Assistant Principal, is responsible for preparing and communicating the yard duty roster on a regular basis. At Doncaster Secondary College, school staff will be designated a specific yard duty area to supervise at set times throughout the week. Additional yard duties can be allocated provided they are consistent with Local Consultative Committee arrangements.

The designated yard duty areas for our school as at Term 2, 2021 are:

YARD DUTY ZONES AND SUPERVISION TIMES	
OVAL AND SURROUNDS	8:35 – 9:00 11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
QUADRANGLES TO K3	8:35 – 9:00 11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
ROVERS	8:35 – 9:00 11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
PORTABLES AND L-BLOCK	11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
W BUILDING AND SURROUNDS	11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
DIANELLA STREET AND COURTS	11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
CANTEEN	11:30 – 11:55 1:10 – 1:35 1:35 – 2:00
THIELE STREET BUS STOP	3:15 – 3:45
CHURCH ROAD BUS STOP	3:15 – 3:45

MAP OF YARD DUTY AREAS



School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff offices and in the administration building.

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 to ensure that all areas are within line of sight to 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 Wellbeing and Engagement policy](#)
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on Compass

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 contact the Daily Organiser 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 request support from another staff member to replace them or contact the Daily Organiser 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 Daily Organiser 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.

CLASSROOM

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

If a student is removed from class by the teacher, they are to be escorted by another student to the relevant Sub-School where a member of the Sub-School will be responsible for providing adequate supervision.

If a student leaves class to access wellbeing support, they are to attend the Wellbeing Intake Room where their attendance will be recorded on Compass and a wellbeing team member will be responsible for providing supervision.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser 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

The Department's Policy and Advisory Library:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)