

YARD DUTY & SUPERVISION POLICY

AT COBRAM SECONDARY COLLEGE

The school of choice for the Cobram Community

STATEMENT OF COMMITMENT

Cobram Secondary College believes every student deserves a safe and positive learning experience where they are engaged and supported to reach their full potential.

The College adheres to the principles of Australian democracy and takes into account the diversity of all children and makes reasonable efforts to accommodate them. This includes (but is not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, children who identify as lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ) individuals, and children who are vulnerable.

The College is committed to creating a child safe environment protecting children from all forms of abuse and neglect.

PURPOSE

The purpose of this policy is to explain to staff Cobram Secondary College 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 is 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 Cobram 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

Cobram Secondary College grounds are supervised by school staff from 8.45am until 3.30pm. The school bus interchange area is supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval, courts and locker areas.

Students who may wish to attend school outside of these hours are encouraged to notify staff of their presence and remain within the courts area.

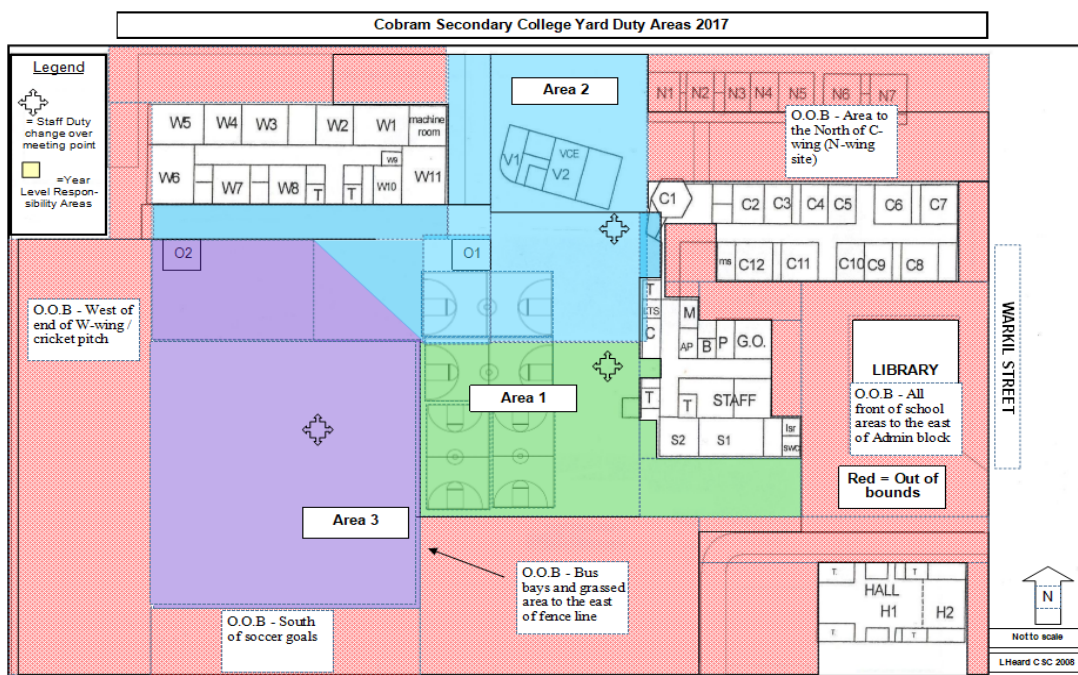
Yard duty

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

The Principal or nominee e.g. Daily Organiser / Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Cobram Secondary College school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 2019 are:

Area	
Area 1	Centre Court and garden area outside S1 & 2
Area 2	Centre Court, Library (VCE) and Years 8 & 9 locker bay area
Area 3	Oval
Bus Interchange	Bus bay



School staff must wear a provided safety / hi-vis vest whilst on yard duty. Safety / hi-vis vests will be stored near the pigeon holes. Information folders should also be taken out on yard duty. These contain medical alert information and a red card for emergency use.

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
- 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

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. Handover sites are designated on the yard duty map.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or 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 Daily Organiser or Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the General Office 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 requests to leave the classroom an 'out of class' notice should be completed and the teacher should record the time of exit and return of the student. If a student does not return to class the teacher should notify the General Office.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the General Office 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. 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 PERIOD

This policy was last updated in 2019 and is scheduled for review in 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Cobram Secondary College's Yard Duty and Supervision Policy.