

# YARD DUTY SUPERVISION POLICY

AT COBRAM SECONDARY COLLEGE

*The school of choice for the Cobram Community*



## **Help for non-English speakers**

If you need help to understand the information in this policy please contact Cobram Secondary College, 5871 1700.

## **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 and gender diverse, intersex and queer (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.

## **SCOPE**

This policy applies to all teaching and non-teaching staff at Cobram Secondary College, including education support staff, casual relief teachers and visiting teachers.

## **PURPOSE**

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

## **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.

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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Cobram Secondary College's 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 9.00am and 3.10pm – 3.30pm. Outside of these hours, school staff will not be available to supervise students.

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

### Yard duty

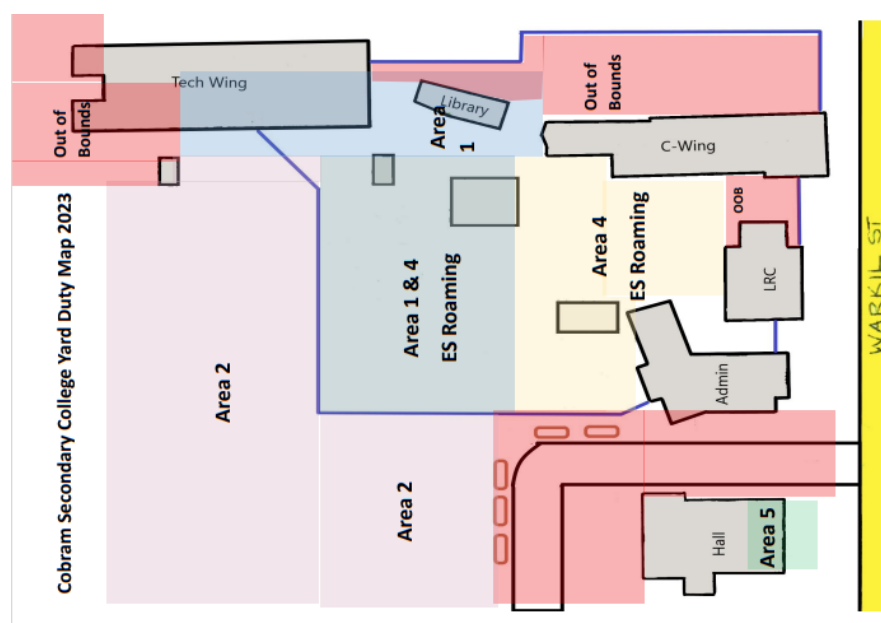
All staff at Cobram Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal, or alternative 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.

### **Yard duty zones**

The designated yard duty areas for our school as of 2023 are:

Area	Location
Area 1	Teacher Roaming - Tech Wing, Locker Bays and Basketball Courts
Area 2	Oval
Area 3	ES Roaming – Basketball Courts and grassed area outside Canteen
Area 4	Teacher Roaming – Basketball Courts and grassed area outside Canteen
Area 5	Gym / Fitness Centre
Area 6	Roaming - whole school
Bus Interchange	Bus Bay
Courts	Basketball Courts
Detention	LRC



### Duty equipment

School staff must wear a safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff. They should carry their “Red Card” for emergency use. Staff undertaking yard duty should be familiar with student health and safety information, as per Compass.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.

### Yard duty responsibilities

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass
- 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 & 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 COMAPSS School Portal

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 staff member 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 staff member is unable to conduct yard duty during the allocated 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 relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the General 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. If a student requests to leave the classroom an ‘out of class’ pass should be provided to the student 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 via the Red Card process.

If a teacher needs to leave the classroom unattended at any time during a lesson, they 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, 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](https://www2.education.vic.gov.au/pal/excursions/policy). <https://www2.education.vic.gov.au/pal/excursions/policy>

### Digital devices and virtual classroom

Cobram Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) <https://www2.education.vic.gov.au/pal/cybersafety/policy> with respect to supervision of students using digital devices.

### 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](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)  
<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>
- [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)  
<https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy>
- [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)  
<https://www2.education.vic.gov.au/pal/work-experience/policy>
- [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)  
<https://www2.education.vic.gov.au/pal/school-community-work/policy>

### Independent Study

VCE and VM students may have a study periods depending on their program. These students have the following designated areas for study: VCE study area, LRC collaborative area, W wing collaborative area and the library when it is open. Students may only leave the school grounds to go home for afternoon study periods with approval from the Year Level Leader.

### 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 portal

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	June 2023
Approved by	Principal
Next scheduled review date	2025

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 arrangements.