

Yard Duty and Supervision Policy



Policy Statement

The purpose of this policy is to provide clarity to staff regarding Wantirna 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.

Legal Obligations: The College Principal and staff have a legal obligation to provide adequate supervision of students at all times. Supervision of students during non-teaching time is at least as important as supervision during class time and should be treated as such by staff. Teachers will be assigned to areas as indicated on the map.

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

Guidelines

1.1 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.

Program

- 2.1 Wantirna College's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.
- 2.1.1 Parents will be regularly informed of the times during which the school ground will be explicitly supervised through the College Newsletter.
- 2.1.2 Before and after school supervision will include the locker areas and the library. After school the school bus stop will be supervised.
- 2.1.3 Students who are in attendance at school outside of these hours are encouraged to attend the library which is open from 8:15 am to 4:00 pm Monday to Thursday or to report to the location for their organised extra-curricular activities.

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- 1.2 The Assistant Principal (College Operations) will develop the yard duty roster and ensure all staff are aware of their legal obligations.
- 2.2 All teachers at Wantirna College are expected to assist with yard duty supervision and will be included in the weekly roster. Teacher's yard duties will appear on their weekly timetable on Compass.
- 2.2.1 In developing the roster, the Assistant Principal (College Operations) will take into account teachers' other duties on a given day to ensure each teacher has designated time for lunch.
- 2.2.2 The Assistant Principal will publish the whole yard duty roster and ensure it is easily accessed by all staff.
- 2.2.3 Each teacher will be designated specific areas of the yard to supervise and allocated specific times to be on duty.
- 2.2.4 The designated yard duty areas for Wantirna College are included in appendix A and B. Areas that are not designated yard duty areas are considered out of bounds for students at recess and lunchtime.
- 2.2.5 Yard duty areas are reviewed based on feedback from staff and students in relation to student use and movement.
- 1.3 Supervision of students during yard duty is a priority.
- 2.3 Yard Duty takes precedence over ALL other activities including interviews, phone calls, detentions, lunch, photocopying, cleaning up after class, meetings and lesson preparation.
- 2.3.1 A teacher may organise to swap a yard duty with another teacher should circumstances prevent them from doing their designated duty. It is recommended that if this occurs that the teachers keep a record of that swap for future reference.
- 2.3.2 If a member of staff fails to undertake a rostered yard duty or is deemed negligent in performing this duty, they could be held liable in a court of law.

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- 1.4 Teachers are expected to actively supervise their allocated yard duty area for the duration of their yard duty to ensure the safety of students.
- 2.4 During yard duty, supervising school staff must:
- Methodically move around the designated zone (guidelines for specific areas are included in appendix C)
 - Be alert and vigilant
 - Talk to students and engage in positive conversations
 - Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
 - Enforce behavioural standards and challenge inappropriate behaviours when they are observed. Significant behaviours such as bullying, fights, damage to property or disrespect to staff should also be documented on Compass at the first opportunity for the sub school team to follow up in accordance with the relevant policies (Anti Bullying, Student Behaviour and Student Engagement policies).
 - Ensure that students who require first aid assistance receive it as soon as practicable
 - Support students who require assistance in the yard at recess and lunchtime.
- 2.4.1 Teachers on duty must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests are available in each staff room.
- 2.4.2 Teachers who are rostered for yard duty in the first half of lunch must remain in the designated area until they are replaced by a relieving teacher. When being relieved the teacher must do a brief handover regarding any issues that may have occurred in the first half of lunch.
- 2.4.3 When a supervising teacher needs to leave yard duty during the allocated time, they should contact an Assistant Principal who will organise a replacement but should not leave the designated area until the relieving teacher has arrived in the designated area.
- 2.4.5 When the next duty teacher does not arrive for yard duty, the teacher currently on duty should contact an Assistant Principal and not leave the designated area until a relieving teacher has arrived.
- 1.5 Yard Duty arrangements will be altered in case of extreme weather to allow students greater access to indoors.
- 2.5 A member of the Principal Team will determine whether we will go to extreme weather arrangements for recess or lunchtime and will announce this to students and staff.
- 2.5.1 Areas that are largely exposed to the elements will become out of bounds and indoor spaces will be supervised by yard duty teachers.

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- 2.5.2 The redistribution of yard duty due to extreme weather will be well known in advance. This information will be published with the guidelines for teachers at the beginning of each year and stored on Compass.
- 2.5.3 The Assistant Principal (College Operations) will be responsible to ensuring the redistribution of staff for extreme weather information is current up to date and easily accessed by all staff.
- 1.6 Teachers who are away from school for a day will have their yard duties covered.
- 2.6 The Daily Organiser will designate yard duty extras each morning to cover the yard duty roster if teachers are absent.
- 2.6.1 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.
- 1.7 The classroom teacher is responsible for the supervision of all students in their care during class.
- 2.7 Teachers should not leave the classroom unattended. In case of emergency, they should contact the General Office who will organise a replacement teacher to supervise. The teacher should then wait until the replacement has arrived at the classroom before leaving.
- 1.8 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.
- 2.8 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.

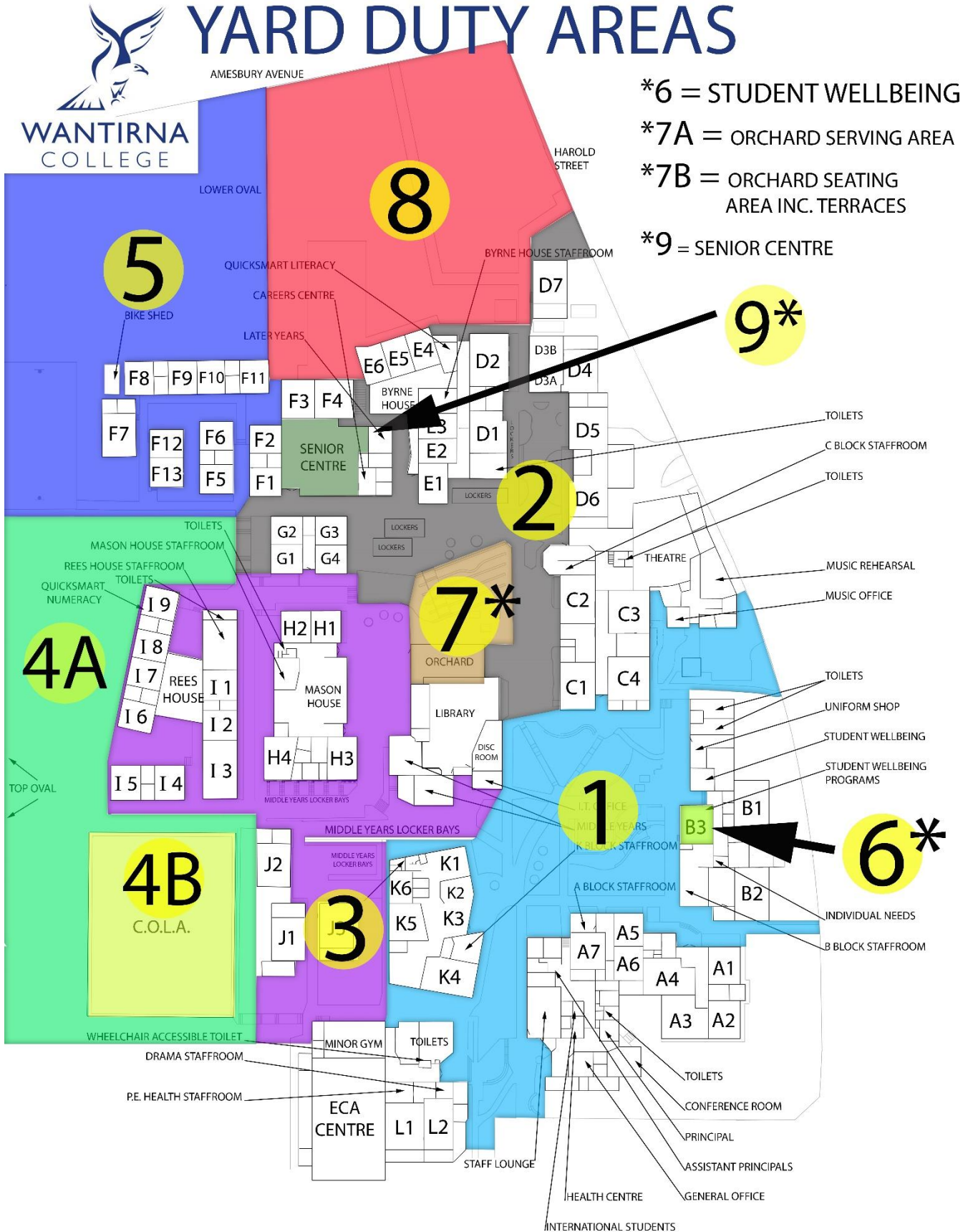
Appendix A: Yard Duty Locations Map

Appendix B: Yard Duty Roster (sample) with times

Appendix C: Expectations for Yard Duty teachers and areas

Appendix D: Yard Duty in Extreme weather

APPENDIX A: YARD DUTY LOCATIONS MAP



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APPENDIX B: YARD DUTY SAMPLE ROSTER

FROM 19 April 2021											
DUTY	MONDAY										
	AREAS										
	1	2	3	4	4B	5	6	7A	7B	8	9
Early		PAN	FRJ								
Recess	MID	ZUL	SHE	DYE	NET	NEW		CHA	HAN	RUT	ODD
Lunch 1	SON	RUM	MNT	KAB	SUL	WAJ	BRT	BAL	RAH	HOO	PIR
Lunch 2	QIU	BAT	PLU	GRK	SIV	IVA	KEL	KAR	DYT	LEM	HAC
After	KAT		DIT	WIL	(Bus)						
DUTY	TUESDAY										
	AREAS										
	1	2	3	4	4B	5	6	7A	7B	8	9
Early		CHA	NUG								
Recess	BLJ	MID	HAC	QIU	BEO	BAT		BEN	THO	DYE	KIK
Lunch 1	WEL	WAJ	DIX	NIFU	RUT	POL	RAH	BAL	MIN	SLE	RUM
Lunch 2	PRI	TIM	LIU	HIL	BUL	RAN	BUR	GAL	SHK	FOS	KOS
After	BRT		WEL	MUN	(Bus)						
DUTY	WEDNESDAY										
	AREAS										
	1	2	3	4	4B	5	6	7A	7B	8	9
Early		DAJ	SHE								
Recess	FIO	MNT	NUG	LEM	SPO	THO		LEE	PAC	HOO	GAV
Lunch 1	HAN	KEL	NIE	MCP	ART	BUL	ROB	GAL	HIL	BRD	ROG
Lunch 2	WHJ	BLA	BEO	COT	FIO	FOS	STO	MOR	LOB	WAT	LEU
After	DIX		NIFU	KOS	(Bus)						
DUTY	THURSDAY										
	AREAS										
	1	2	3	4	4B	5	6	7A	7B	8	9
Early		POL	DIG								
Recess	TAT	DAL	PLU	WIL	ROB	BRO		KAT	GAN	LOB	MIN
Lunch 1	GRK	DYT	WHJ	BUR	SHK	SIV	PIR	WHS	PAC	DIT	DEN
Lunch 2	WAL	SCF	LEE	SPO	MUN	BAI	PRA	ODD	ART	PAN	FRJ
After	BIR		GAV	COT	(Bus)						
DUTY	FRIDAY										
	AREAS										
	1	2	3	4	4B	5	6	7A	7B	8	9
Early		LEP	IVA								
Recess	PRI	TAT	WAT	TIM	LEP	DOW		BIR	LIY	SUL	NEW
Lunch 1	MCP	WAL	WHS	BRD	HOW	DAJ	BAI	GOO	SON	ZUL	MOR
Lunch 2	DAL	RAN	KIK	BLJ	BRO	KAB	GAN	LIU	PRA	LEU	KAR
After	SCF		NIE	ROG	(Bus)						
BELL TIMES											
		Start	Finish								
Early		8:30	8:45								
Recess		11:20	11:45								
Lunch 1		1:00	1:25								
Lunch 2		1:25	1:50								
After		3:05	3:30								
AREAS - KEY											
	1	2	3	4	4B	5	6	7A	7B	8	9
	Central Courtyard and ECA	D&E Blocks, Senior Lockers & Toilets	G, H, I & J Blocks	Top Oval	COLA	F Block & Basketball Courts	Student Welfare Centre	The Orchard serving area	The Orchard Eating Areas	Downball Courts & Lower Oval	Senior Centre
ADDITIONAL INFORMATION											
1. On wet days, staff need to check the wet day arrangements											
2. Recess, Lunch and after school are for 25 minutes, Before School duty is for 15 minutes.											
3. Check all Hot Spots, especially toilet blocks. Out Of Bounds are marked on the map.											
4. BUS - This indicates that staff are to supervise the Harold Street area behind the Theatre where the loading of the Knoxfield and Knox Gardens buses takes place. This duty finishes at 3.30 pm											

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APPENDIX C: YARD DUTY EXPECTATIONS

Legal Obligations: The College Principal and staff have a legal obligation to provide adequate supervision of students at all times. Supervision of students during non-teaching time is at least as important as supervision during class time and should be treated as such by staff. Teachers will be assigned to areas as indicated on the map.

1. **Yard Duty takes precedence over ALL** other activities including interviews, phone calls, detentions, lunch, photocopying, cleaning up after class, meetings and lesson preparation. If you are going to be prevented by circumstances from doing your duty, you must arrange a swap.
2. Where possible, **Yard Duty will** be arranged for a time and place at which you can be present for the duration of the duty period, e.g. not Lunch 1 if you teach period 3.
3. Duty teachers have some discretion regarding their areas but should keep on the move and monitor likely 'trouble spots' closely. Duty teachers must be vigilant for unauthorised 'visitors'. Send a student for assistance if required or contact the office by phone or intercom. Do not allow yourself to be immobilised in conversation with students or staff.
4. CRT's will be used where possible to cover absences but some changes may be necessary to cover absent staff. These changes will be notified via Compass.
5. Be aware of your area and the Out-of-Bounds areas in the vicinity (see map and following information).
6. **If a member of staff fails to undertake a rostered yard duty or is deemed negligent in performing this duty, he/she could be held liable in a court of law.**

Advice for each Area

Area One

This area includes supervision of the entrance to the school, ECA, around the SLC, the Central Courtyard, B Block toilets, the area in front of the Music practice rooms and offices.

Whilst doing yard duty in this area please make regular checks of the B Block and ECA toilets

Area Two

This area includes supervision of the Courtyard outside Byrne House including between the Senior Centre and Byrne House, LY Locker areas, D Block area down to the fence line and around the front of the school and around G Block.

Whilst doing yard duty in this area please make regular checks of the following:

- D Block toilets
- Out of Bounds areas (street side of D Block rooms)
- Later Years Locker areas
- Students leaving and returning to the school grounds via the bottom gate

Please Note:

- Students utilise the hidden areas around the D7 portables and the containers, these are out of bounds areas that must be checked
- Students leaving the school during the school day must be Year 11 or 12 students leaving after their last period or 7-10 students with an early leavers pass
- Students should not be hanging around the locker areas once they have been to their lockers
- Students should not be congregating in the foyer in G block

Area Three

This area includes the MY lockers including the Esplanade, area in front of J Block and around Mason and Rees Houses.

Whilst doing yard duty in this area please make regular checks of the following:

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- Year 7 and 9 lockers
- Around Rees House courtyards

Please Note

- Students should not be hanging around the locker areas once they have been to their lockers
- Students should not be eating or drinking in the Year 7 locker areas

Area Four A and B

This area includes the COLA, the main oval and the embankment down to the hard courts.

Please Note:

- This is a combined area with two staff working together.
- Students on the oval should actively be engaged in the pursuit of sporting activity, they should not be sitting or standing around in groups on the oval as this creates a hazard for those engaged in sport.
- Students may not take food and drink onto the oval. There are no rubbish bins there.
- Students may not take school bags onto the oval; they create a hazard for students who are participating in sporting activity.
- Out of Bounds areas include: The area behind the goal posts including the pathway alongside Salford Park, the treed area behind the goal posts, the car park area, and the area including the upper embankment and beyond.
- The car park areas are all out of bounds for students
- Students must not take food, drink or bags onto the COLA

Area Five

This area includes in and around F Block portables and lower hard courts

Please Note:

- Students on the hard courts should actively be involved in sporting activity appropriate to the courts, no football games of any description are appropriate.
- The area behind the hard courts is out of bounds
- The treed area beside the hard courts is out of bounds
- Food and drink is not allowed to be taken onto the hard courts as there are no bins there
- School bags are not to be taken onto the hard courts as they create a hazard for students participating in sport.

Area Six

This area is the Student Well Being Centre

Whilst doing yard duty in this area please make regular checks of the following:

- That students are treating the equipment in this room in the appropriate manner
- That the kitchen area and any food equipment is kept clean and tidy by students using the equipment

Area Seven A

This area is The Orchard Cafeteria Serving area

Whilst doing this yard duty please monitor

- Students queuing

Please Note:

- Students should be line up in the queuing are and then out towards the main door.
- Students should be purchasing for themselves, not for others.
- To avoid congestions only people waiting to be served should be in or near the lines. Students waiting for friends should be encouraged to move away.

Area Seven B

This area is The Orchard Cafeteria Seating Area, Toilets and terraces outside The Orchard

Whilst doing this yard duty please monitor

- Students queuing
- Cafeteria toilets

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Please Note:

- Students should be line up in the queuing are and then out towards the main door.
- To avoid congestions only people waiting to be served should be in or near the lines. Students waiting for friends should be encouraged to move away.
- Monitor the toilets and seating area in the cafeteria area, asking student to clean up if there is rubbish around them or on the tables.

Area Eight

This area includes in and around Lower oval and Down ball courts, including the grass area up to D7

Please Note:

- Students on the hard courts and oval should actively be involved in sporting activity appropriate to the courts.
- School bags are not to be taken onto the hard courts and oval as they create a hazard for students participating in sport.

Area Nine

This area includes in Senior Centre

Please Note:

- That students are treating the equipment in this room in the appropriate manner
- That the kitchen area and any food equipment is kept clean and tidy by students using the equipment

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APPENDIX D: YARD DUTY AND EXTREME WEATHER EVENTS

Extreme Weather Event

An extreme weather event could be:

- Extreme wet weather
- Extreme Heat
- Heavy and/or consistent rain
- Severe Storm (including high winds)

Bell Times

Bell Times remain the same on an extreme weather event day.

Rooms and areas

When an extreme weather event has been called, the following will happen:

- The Library, The Orchard and the Student Well-Being Centre will remain open for any students (Normal capacity limits)
- The Senior Centre will remain open for any Later Years students
- Mason House will be opened for any Middle Years students (Max 75 students)
- Byrne and Rees House will be opened for any students (Max 50 students in each)

Yard Duty

Area Name	Area Description	Wet Weather Area / Tasks
Area 1	Central Courtyard, SLC & ECA	Direct students to extreme weather event areas
Area 2	Orchard Terraces, C, D & E Blocks and Senior lockers & toilets	Stops students from going to basketball courts or lower oval and directs them to extreme weather event areas.
Area 3	G, H, I, J Blocks	Stops students going to Top oval, and direct them to extreme weather event areas. Include COLA in supervision area
Area 4	Top Oval	Supervises students in Mason House
Area 4B	COLA	Supervise students in COLA
Area 5	F Block & basketball courts	Supervises students in Rees House
Area 6	Student Well Being Centre	Student Well Being Centre
Area 7A	The Orchard Serving Area	The Orchard Serving Area
Area 7B	The Orchard Seating Areas including terraces	The Orchard Seating Areas including terraces
Area 8	Down ball Courts and Lower Oval	Supervises students in Byrne House
Area 9	Senior Centre	Supervises student in the senior centre

NOTE:

1. These arrangements are for both recess and lunchtime and will come into operation by announcement to staff via the public address system prior to recess and lunchtimes (depending on the state of the weather).
2. On wet days the ovals, down ball courts and basketball courts will be out-of-bounds – this will be announced via the P.A.
3. A member of the Principal team declares an extreme weather event

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FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Policy Drafted by: Catherine Ford, Assistant Principal

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