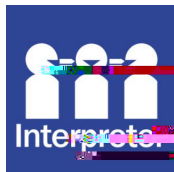


Yard Duty & Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school 9387 6133 or brunswick.sc@education.vic.gov.au

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Brunswick Secondary 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 as they arise. It also plays a vital role in helping schools to discharge their duty of care to students. Yard duty interactions are a key way to interact positively with students and build relationships.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Brunswick Secondary College grounds are supervised by school staff from 8:30 am until 3:50 pm. Outside of these hours, school staff are available to supervise students on school grounds and as they enter and exit the school.

Before and after school, school staff will supervise the Fallon Street school crossing to ensure students are crossing safely and not parking in the no standing areas and posing a risk to students.

Students who may wish to attend school outside of these hours are encouraged to attend the library which is open between 8:30 am and 3:50 pm.

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Yard Duty zones

The designated yard duty areas for our school (as of Term 3 2019) are illustrated here:

- x ensure that students who require first aid assistance receive it as soon as practicable
- x 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 two 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 that have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should notify the Office 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 Office and remain in 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 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 lunch.

Classroom

The classroom teacher is responsible for the supervision of all students in their class. When the teacher leaves the classroom, the teacher enters an Out of Class entry on Compass and monitors the absence until their return.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should contact the Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class 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, excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be provided for all school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of involvement and will follow the supervision requirements in the Department of Education and Training Excursions Policy.

Digital devices and virtual classroom

Brunswick Secondary College follows the Department's [Cybersafety and Responsible Use of Technology 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 relevant staff member 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 relevant Department of Education and Training policies and guidelines for workplace learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- x [Structure Workplace Learning](#)
- x [School Based Apprenticeships and Traineeships](#)
- x [Work Experience](#)
- x [School Community Work](#)

Independent Study

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a home study period. Supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to be on school grounds during these sessions.

