

**YARD DUTY AND SUPERVISION POLICY**

Approved by School Council June 2019

PURPOSE

The purpose of this policy is to explain to staff Bentleigh 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 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 Bentleigh 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***

Bentleigh Secondary College's grounds are supervised by school staff from 8.40am until 3.25pm. Outside of these hours, school staff will not be available to supervise students.

Before school, staff will supervise the Grounds and Bike Shed. After school, staff will supervise Chesterville Road, Clarence Street exit, and Margaretta Street (Wards Grove).

Students who may wish to attend school outside of these hours are encouraged to report to extra-curricular activities such as Homework Club.

Yard duty

All teaching staff at Bentleigh Secondary College are expected to assist with Yard Duty supervision and will be included in the fortnightly roster.

The Principal or nominee is responsible for preparing and communicating the Yard Duty roster on a regular basis. At Bentleigh Secondary College, the school staff will be designated a specific Yard Duty area to supervise.

The designated yard duty areas for our school are listed in the table below:

Zone	Area
Area 1	A Block
Area 2	Canteen and Piazza
Area 3	Car Park and back of da Vinci Centre
Area 4	da Vinci inside
Area 5	da Vinci outside
Area 6	Gym supervision
Area 7	Oval & W Block surrounds



Yard Duty Areas

The college has been divided into seven areas for the purpose of yard supervision. Staff must be aware that any construction site is out of bounds to students, including all short or longer term areas where construction or repairs are underway. Staff on yard duty are expected to assist with litter collection. Plastic bags are available from the First Aid Room.

Before School – Grounds & Bike Shed

Patrol the college grounds, ensure students are in full uniform and wearing helmets. Ensure that students are not riding bikes, scooters or rollerblade in the school grounds. Supervise the parking of bikes in the bike shed. When rebuilt, the bike compound will be locked at 9.00am.

Area 1 – A Block

Students to be cleared from locker areas, Year 7 Precinct (A Block) and Learning Centre (House 8 – 11) with corridors are to be cleared and secured.

Out of Bounds Areas (pertaining to Area 1)

- Front of A Block
- Year 7 Precinct for Year 7 students only
- Urban Forest area at the rear of Year 7 Precinct

Area 2 - Canteen & Piazza

Ensure the orderly behaviour by canteen patrons and cleanliness of the area. When canteen queues lessen, check the Piazza.

Out of Bounds Areas (pertaining to Area 2)

- Loitering at the Front of A Block
- Year 7 Precinct for Year 7 students only

Area 3 – Carpark and back of da Vinci Centre

Supervision area: Between the da Vinci, VCE Centre and behind the VCE Centre. It is important to ensure students do not exit via any of the gates without permission. Students are not permitted to play ball games in this area.

Out of Bounds Areas (pertaining to Area 3)

- Carpark in front of administration building
- Decking area at the back of VCE Centre for students in Years 7-9

Area 4 – da Vinci Inside

Supervision area; inside da Vinci Centre and its immediate surrounds.

As part of your supervision please ensure that:-

- No student inside the building – except to see a teacher, collect books for study or to use the bathroom
- No students are allowed upstairs
- No loitering outside toilets

Out of Bounds Areas (Area 4)

- Sitting in corridors
- Sitting in theatre steps

Area 5 – da Vinci Outside

Supervision area; outside da Vinci Centre and its immediate surrounds and Front of VCE Centre.

As part of your supervision please ensure that:-

- No student is playing ball sports - Downball is permitted
- No loitering outside doors

Out of Bounds Areas (Area 5)

- Sitting outside doors

Area 6 – Gym Supervision

Supervision area: Gym area

Lunchtime duty that will involve the PE staff.

Area 7– Oval & W Block Surrounds

Supervision area: oval; cricket nets

Out of bounds area: (Area 5)

- Construction Site

Students are not permitted to sit on the oval or beyond the bike shed corner/cricket pitch of the Autistic Centre unless they are playing ball games. Students are permitted to sit at the edge of the oval flanking Wetlands and cricket nets

After School Supervision

Areas of supervision: Margaretta St (Wards Grove), Chesterville Rd and Clarence St Exits.

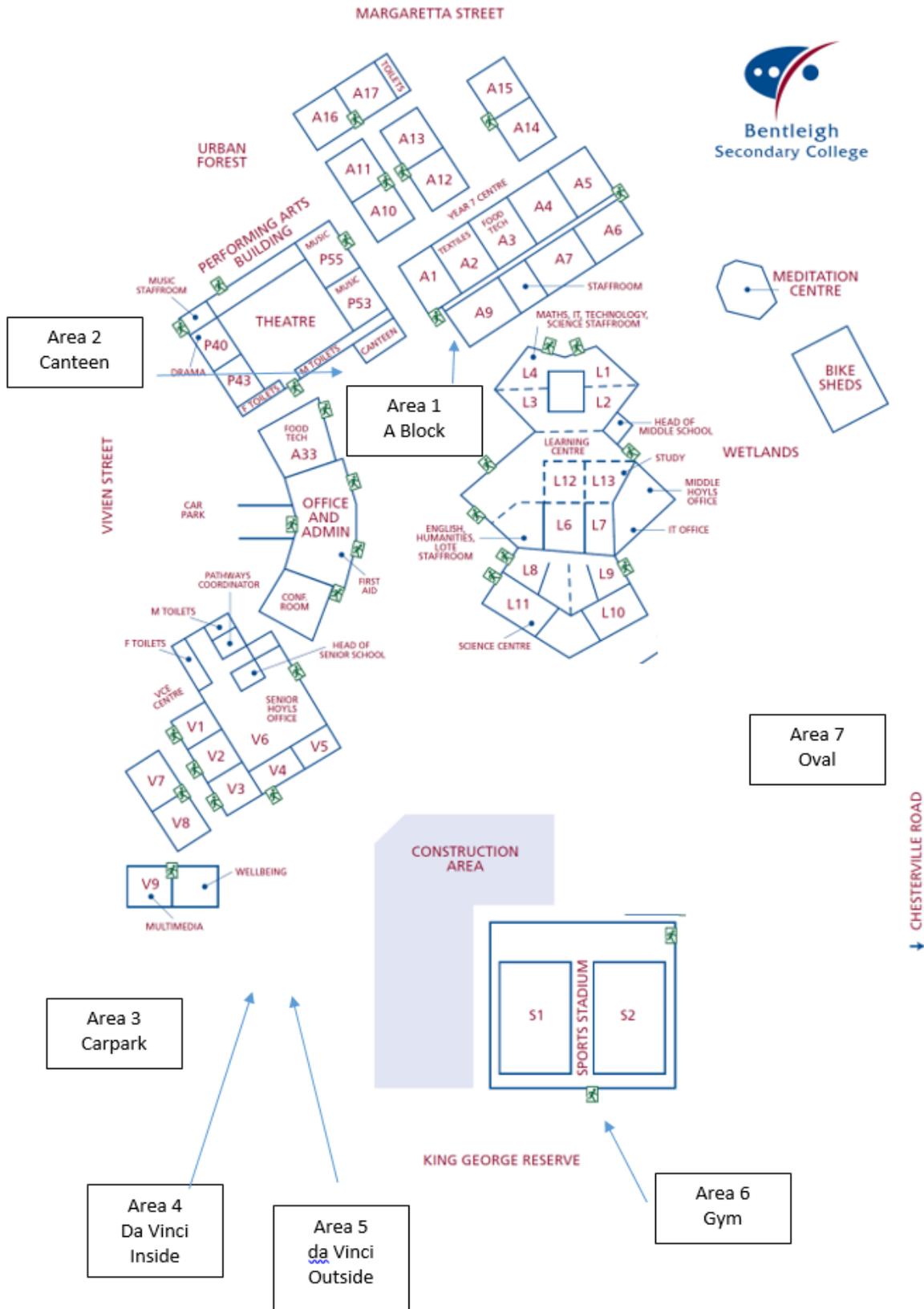
Supervision commences as soon as the Period 6 bell (staff assigned to these exits are not normally teaching period 6).

Students are to exit the school property in an orderly manner and in full school uniform.



Out of Bounds Areas (After School Supervision)

- Construction Site
- Urban Forest, behind PAC
- Wetlands



Wet Day Yard Duty Supervision

No students are to stay out in the rain. Staff are to advise students of the sheltered areas: Canteen, Learning Centre Covered Way, Walkways and the Library is open every day.

General Supervision

The Principal Class is responsible for ensuring that teachers scheduled for Yard Duty are supervising the yard.



During Yard Duty, supervising school staff must:

- methodically move around the designated zone keeping all areas within line of sight as much as possible.
- 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 and if needed notify the appropriate person to follow up eg. the OHS Officer
- Safety vests are worn. Collected from the First Aid room before Yard Duty.
- Staff on Yard Duty second half of lunch time are expected to be punctual for change over.
- For all yard duty extras, the Daily Organiser will make appropriate arrangements.
- Staff that have classes before breaks in A, da Vinci and W blocks should usher students out of these areas at recess and lunchtime as soon as possible after the bell.
- All corridors are out of bounds to students for the duration of the recess and lunchtime breaks.
- Students are not permitted to be within five metres of any fence line during recess and lunchtime.

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, preferably before 7.30am that morning at the latest or prior to the relevant yard duty shift (if an emergency) 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 but should not leave the designated area until the relieving teacher has arrived in the designated area.

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

This policy was last updated in June 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 Bentleigh Secondary College's Yard Duty and Supervision Policy.