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**YARD DUTY AND SUPERVISION OF STUDENTS POLICY**

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Casterton 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 at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

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 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

Casterton Secondary College’s grounds are supervised by school staff from 8:35 until 3:35 Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours are expected to sign in and out of the front office, and work in the Resource Centre or the Year 12 Room.

## Yard duty

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Casterton Secondary College, staff will be designated a specific yard duty area to supervise.

**Yard duty zones**

The designated yard duty areas for our school are shown:



**Yard duty equipment**

School staff must:

* Have their phone with them while on duty

**Yard duty responsibilities**

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

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 and direct them to the front office to sign in.
* 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
* ensure that students who require first aid assistance receive it as soon as practicable
* report any incidents or near misses to the Principal, Assistant Principal or the relevant sub-school leader

If the supervising staff member is unable to conduct yard duty at the designated time, they shouldcontact the 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 needs to leave yard duty during the allocated time, they should contact the Assistant Principalbut should not leave 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 notify the front office or the Assistant Principal. 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 teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front 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).

## Digital devices and virtual classroom

Casterton Secondary College follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices. Students at Casterton Secondary College are expected to follow our Mobile phones, Smart Watches and other Electronic Devices policy.

Casterton Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised white working in the Resource Centre, the Year 12 Room or in supervised private study.

## 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)
* [School Based Apprenticeships and Traineeships](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)
* [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)

## Independent Study

Year 11 and 12 VCE students only will have one study block of five sessions per week. This will be timetabled as a formal private study where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

## 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:

* Available publicly on our school’s website
* Available in hard copy from school administration on request
* Included in staff induction processes
* Discussed at staff briefings or meetings, as required

## **POLICY Review and approval**

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| Policy last reviewed | Term 2, 2022 |
| Consultation | Endorsed by School Council 12/09/2022 |
| Approved by | Principal |
| Next scheduled review date | 2024 |

This policy will also be updated if significant changes are made to school grounds that require a revision of Casterton Secondary College’s yard duty and supervision arrangements.