RATIONALE
Adequate supervision of students in the school yard is a requirement of the college duty of care. The college will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the college, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if necessary for student safety by a teacher of the other gender.

GUIDELINES
As part of its duty of care the college is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

- Parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information is clearly provided to parents/guardians on a regular basis through the college communication processes.

- Parents/carers may require their child to leave the college during school time to:
  - be dismissed early to attend a medical appointment
  - if required for another serious family reason

- The college has a process to authorise these requests either through parent approval on Compass or through parent written consent to a Coordinator. Through this, accurate student records are maintained.
- The college must receive written permission from a parent/carer before the school will authorise a student to be dismissed during school hours.
- Students must be signed out of the college if departing prior to the normal end of the school day.
- A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Note: When a student departs from the college (following initial attendance) without authorisation, the parent/guardian will be informed immediately that we are aware of the absence. Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will also be made with the police and the Department’s Emergency and Security Management Branch.

All visitors to the school are required to report to the main office and to log on as a visitor on the Compass system. Records are maintained of visitors to the school.

IMPLEMENTATION
A roster system is used to timetable staff members for yard supervision.
Yard supervision includes before school, recess and lunch breaks, and after school.
In determining whether supervision of students entering or exiting the college is adequate, the principal or their nominee will consider a number of factors including:
- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off areas
Details of Yard Duty supervision are outlined in the attached Appendix.
The college is responsible for their students travelling on public transport to and from school and monitors and follows up on this at all times.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. There are a range of co-curricular offerings available to students after school and students’ attendance at these is monitored and immediately available to parents. The college Parents will also be informed via the college website of the times when staff members will be rostered to undertake yard supervision before and after school each day. Hard copies of this information are provided to families without an email.

**Arrangements for student supervision on school camps and excursions**
The school will provide supervision ratios in line with the Department’s policy as outlined in the DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.

**EVALUATION**
This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

**Review Date: 29/04/2015**
Appendix 1: Yard Duty

Purposes:

• To ensure the safety of students by maintaining continuous supervision.
• To allow all students to have an enjoyable recess and lunchtime
• To provide an opportunity for positive interaction between staff and students
• To maintain good order in the yard and to protect the school's reputation.

We often have visiting parents and primary school students in the yard, and are very visible in places from outside the school.

Recess duty is for 36 minutes
Lunch duty & before and after school duty are for 24 minutes
Station yard duty is 36 minutes
Library duty – before and after school 36 minutes
Lunchtime 48 minutes, 2 ×24 minutes

Yard duty Extras
These are shown on Daily Bulletin on Compass. Please check as for other Extras.

General Information
There is yard duty captain for each day of the week:

These staff are responsible for ensuring that all staff are on duty on time and in the correct place, and are replaced promptly when there is a changeover during lunchtime. They will assist yard duty teachers get students to lockers and class before the second bell at the end of recess and lunch.

Staff responsibilities

• If there are strangers in the yard or along the fence, please report this to the yard duty captain or to one of the principals.
• If you see students smoking, record names and send students to their coordinator. The area near the RMIT fence and the cricket nets and the north side of the gym are favored spots for smokers. The gym area is of particular concern as smokers can be seen from the street.
• Where students are repeatedly slow or argumentative about moving on the first bell, please record names and let the relevant year level coordinator know.

• Check that students don’t throw water. Take bottles. If they continue, send to a Coordinator or Principal. On very hot days they may cool by washing faces and arms, but are not allowed to soak themselves. Remind students about water conservation.

• Yard duty involves stopping games and sending students inside on the warning bell. This applies to teachers in all areas.

• Do not leave yard duty until the second bell.

Out of Bounds and Restricted Areas
• The Open Area in F Block is for year 7 & 8 only. Year 10 -12 students are not allowed in the Open Area unless they have a class. Year 9 students with lockers in the area may go to the open area at the start and end of recess/lunch but are not allowed to remain there.

• The F Block toilets are for Year 7-9 students only.

• The car park is out of bounds for all students.

• Students may not sit on the A Block stairway.

• Students may not leave the grounds during the day unless they have a pass.

Times
• Before school 8:36 to 9:00
• Recess 10:12 to 10:48
• Lunch 1 1:15 to 1:39
• Lunch 2 1:39 to 2:03

After school 3:15 to 3:39

o Be at duty on time and remain for the whole time

o Actively patrol your area.

o In case of difficulty seek assistance from the yard duty captain or the principals.

At the end of recess and lunch, assist in getting the students into class.

Before School Fallon St
Area: Fallon St Crossing

Duties:
• Get flags from A Block Photocopy room
• Ensure students are using crossing
• Check uniform (especially black shoes and non-school jumpers)
• Lock gate securely at 9.00am. The padlock secures the drop bolt on the south leaf of the gate.
• Return flags to photocopy room

**Before School Dawson St**

**Area:** Dawson St Crossing

**Duties:**
- Ensure students are using crossing
- Check uniform (especially black shoes and non-school jumpers)

**F Block / Open Basketball Courts**

**Area:** F Block corridors, table tennis, open basketball courts, small quadrangle near bike sheds, junior toilets

**Duties:**
- Supervise locker areas as students come from class
- Clear corridors of students
- **Lock external door near F13 from inside**
- **Lock internal doors near F2**
- Check Junior toilets of relevant gender
- Supervise table tennis area, open basketball courts and area near bike sheds
- Unlock doors at 5 minute warning bell
- Supervise students at their lockers and sweep students to class
- Keep supervising until 2nd bell

**Field 1 and Field 2**

**Area:** Sports Fields

**Duties:**
- Collect first aid bum-bag from hooks (outside A Block toilets or near pin board in F Block)
- Enforce the "no food on the field" rule
- Circulate on the field
- Sweep students into class on 5 minute warning bell

**Yard North**

**Area:** Senior Canteen queue, BBQ area, grass strip north of field, Gym foyer

**Duties:**
• Circulate and periodically check on
  o Senior Canteen queue
  o Gym foyer and toilet of relevant gender
  o BBQ area
  o Grass strip between gym and field
• Ensure no ball games near windows
• Report smokers to Level Coordinators
• Ensure students keep area clean (no food in gym foyer)
• Sweep students into class on 5 minute warning bell

Yard South
Area: South yard and enclosed basketball courts
Duties:
• Circulate and periodically check on
  o the south yard (grass strip between basketball courts and field)
  o the enclosed basketball courts
  o The hill at end of the field
• Sweep students into class on 5 minute warning bell

Canteen
Area: Junior Canteen queues & lunch order queue
Duties:
• Stand near exit lane of queues and ensure no one pushes in
• Check lunch order queue is used appropriately
• Move students on who are not lining up for food
• Make sure students do not join queue after the 5 minute warning bell
• Second half of lunch - also periodically check gym foyer area and area outside music rooms.

Gym
Area: Gym
Duties:
• Organise group game from options for that term (speak to PE staff in unsure)
• Ensure students have non-marking soled shoes
• Send inappropriately behaved students out of gym
• If no students arrive in the first 10 minutes of lunch then lock the gym and assist in another areas.

**After school Dawson St**  
Area: Dawson St Crossing  
Duties:  
- Ensure students are using crossing  
- Check uniform (especially black shoes and non-school jumpers)

**After school Fallon St**  
Area: Fallon St Crossing  
Duties:  
- Collect flags from A Block Photocopy room  
- Ensure students are using crossing  
- Check uniform (especially black shoes and non-school jumpers)  
- Return flags to photocopy room

**After school Station**  
Area: Jewell/Brunswick stations, tram stops Sydney Rd & Grantham St  
Duties:  
- Supervise students waiting for transport to ensure they behave safely and with respect for other public transport users.

**Library**  
Duties:  
- Circulate and supervise students (no food or drink or bags)  
- Check foyer area (no food or drink allowed)  
- Help students with photocopier and computer use  
- Library Technicians will loan books  
- Supervise students and move them on to class on warning bell  
- Ensure students pack up and put back tables and chairs