

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.

Objective

To ensure that 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 at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students. Yard duty interactions are also an opportunity 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 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

Brunswick Secondary College grounds are supervised by school staff from 8:30 am until 3:50 pm. Outside of these hours, school staff will not be 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 ensure cars are 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 4:00pm or report to co-curricular program (CCP) activities. Refer to the CCP Handbook on Compass Favourites (under the star icon) for programs on offer.

Yard duty

All teachers at Brunswick Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Brunswick Secondary College school staff will be designated a specific yard duty area to supervise.

Opportunities

Yard Duty provides an opportunity to interact positively with students and build relationships. Staff are encouraged to:

- Greet students or student groups on your first lap of the area
- Briefly and positively interact with students not contingent on good – or poor - behaviour. E.g. *“How did your team go on the weekend?/ Did you know there is a cake stall in the courtyard?”*
- Positively and explicitly provide reinforcement to students who are meeting expectations. E.g. *“Good on you for throwing the ball back to that group of Year 7 students.”*
- Positively correct students who are not meeting expectations. E.g. *“This area is covered in rubbish. Can you help me pick up these papers so it looks nicer here?”*

The best interactions are brief (5-10 seconds), involve groups, are not contingent on good or poor behaviour, and are helpful or friendly.

Yard Duty zones

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



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 the active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- 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 consecutive time 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 which may have arisen during the first shift.

If the supervising staff member 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.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Office but 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 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 lunchtime.

References

School Policy and Advisory Guide – Student Safety

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/safety.aspx>

Review cycle

This policy was last reviewed in June 2022 and should be reviewed every year.