

Yard Duty and Supervision 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 Northcote High School, 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

Northcote High School's grounds are supervised by school staff from 8.45am until 4.30pm. Outside of these hours, school staff will not be available to supervise students.

Before school, school staff will supervise the front of the school grounds. After school, school staff will additionally supervise the tram stops immediately in front of the school on St Georges Road.

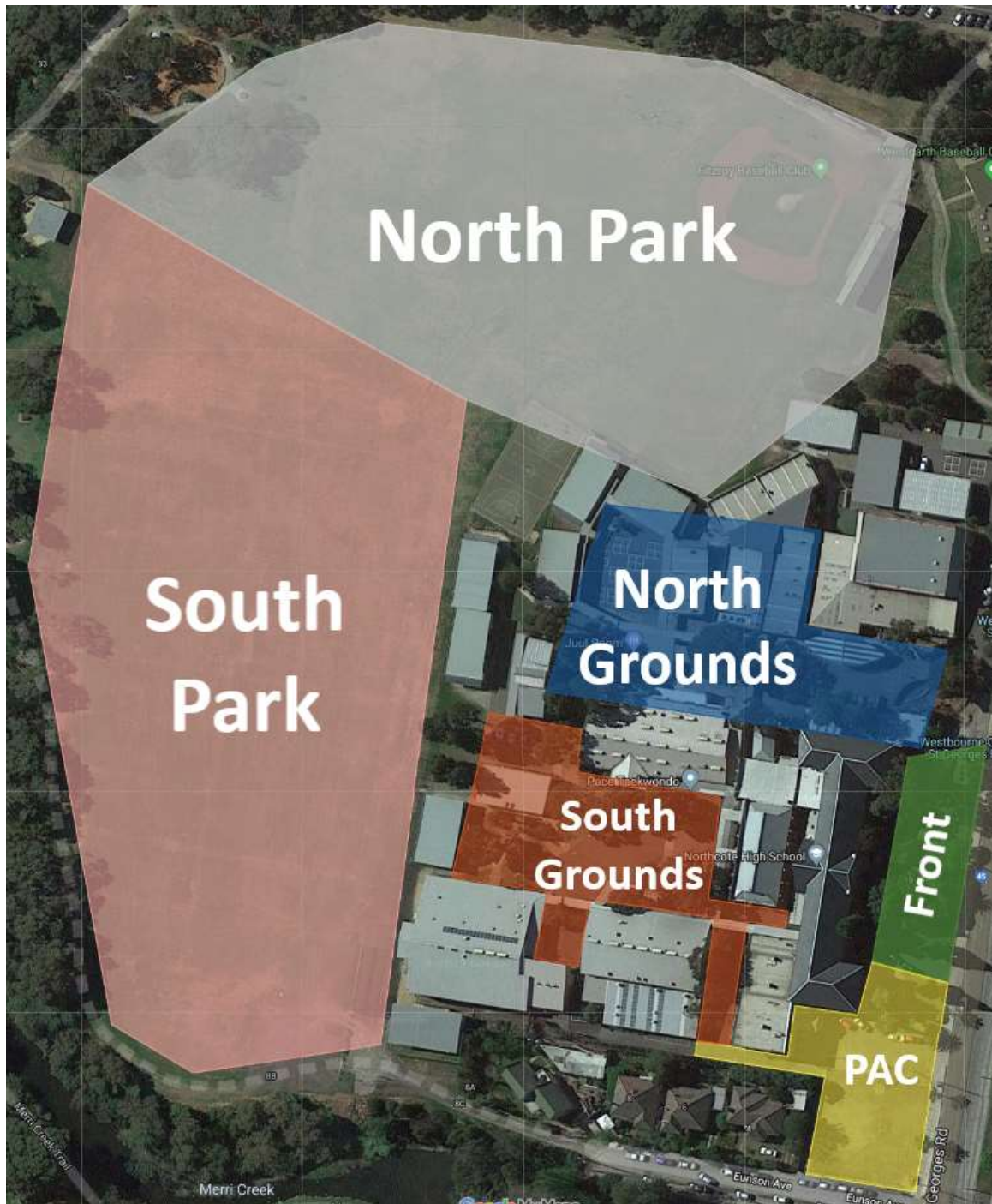
Students who wish to attend school outside of these hours will be expected to report to the supervising staff member. Staff are responsible for ensuring the supervision of students, and the locking/alarming of school buildings as appropriate.

Yard duty

The Daily Organiser, under the supervision of the Assistant Principal who manages daily organisation, is responsible for preparing and communicating the yard duty roster on a regular basis. At Northcote High School, school staff will be designated specific yard duty areas to supervise.



Yard duty zones



Not pictured:
Atrium & Deck & Dining
Library & Foyer
Upper B&M and Tech

Out of Bounds Areas

(behind a tree or fence, or south of the cricket nets = out of bounds)



Baseball diamond



Playground



REGULAR ROLE (Terms 1 and 4)	Winter Weather Timetable (Terms 2 and 3)
Front Crossing / Circular driveway, Shop and Lane ways	As per regular role
Atrium & Dining Hall Atrium, dining space (rear of Hall)	As per regular role
Canteen Deck & Middle Yrs SC Canteen Deck and Middle Years Study Centre	As per regular role
Grounds – North Gym, GCC & G Portables / D Block portables (17 to 26) & adjacent Locker Bays	As per regular role in terms of area/space, but focusing on foyers and undercover walkways
Grounds – South Library & Art Centre Courtyards, Technology & Hall & adjacent Locker Bays, D Portables (1 to 16)	As per regular role in terms of area/space, but focusing on foyers and undercover walkways and Middle Years Centre
Park – North Bike track / Baseball Diamond / Playground	As per regular role in terms of area/space, but if raining:

	<p>1 staff member - GCC internal breakout and G3, G4, G 5 & G6</p> <p>1 staff member – Opens L4 to further support Library supervision. Covers L4 and Library Main</p>
<p>Park – South Creek / Park / BBQ Area</p>	<p>In winter, one less member on South Park.</p> <p>As per regular role in terms of area/space, but if raining:</p> <p>C block breakout space</p>
<p>Library Assist supervision in the Library main and foyer</p>	<p>In Winter, an additional Library duty.</p> <p>1 person – Library Main 1 person - covering Foyer, L1 & L2</p>
<p>Upper B & M and Tech Main building upstairs, upper B block & Technology foyer and breakout space</p>	<p>As per regular role</p>
<p>PAC and South Laneway A block courtyard and upstairs outdoor space, south laneway past the M5 external entrance</p>	<p>Focus on internal PAC building, including A2, A3 & A4</p>
<p>Tram Stop Assist crossing supervisor to ensure students cross to tram stop in a safe and orderly manner</p>	<p>As per regular role</p>

Yard duty equipment

School staff must:

- wear their provided safety/hi-vis vest whilst on yard 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 without a clear legitimate purpose, and ensure they have a visitor pass and have signed in at the general office (excluding drop off and collection periods)
- 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 and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on EduSafePlus or inform Northcote High School's Health and safety representative.

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 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 Daily Organiser 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 send a message to the general 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.

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 general 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](#).

Digital devices and virtual classroom

Northcote High School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Northcote High School 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 diligently in relevant learning space, such as the library, a classroom or staffroom.

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](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Year 12 students only may have study periods within their schedule. Students are permitted to use the library and the senior study area during these times.

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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook

Information for parents and students on supervision before and after school is available on our school website.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)

- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Northcote High School's yard duty and supervision arrangements.