

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 9496 5324.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at The Austin 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

The Austin School's grounds are not supervised by school staff. Program classrooms are supervised 15 minutes before and after program session times. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours are encouraged to make arrangements with the program leader, Assistant Principal or Principal. Where approved the students will attend the program classroom or school office during the agreed time/s.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

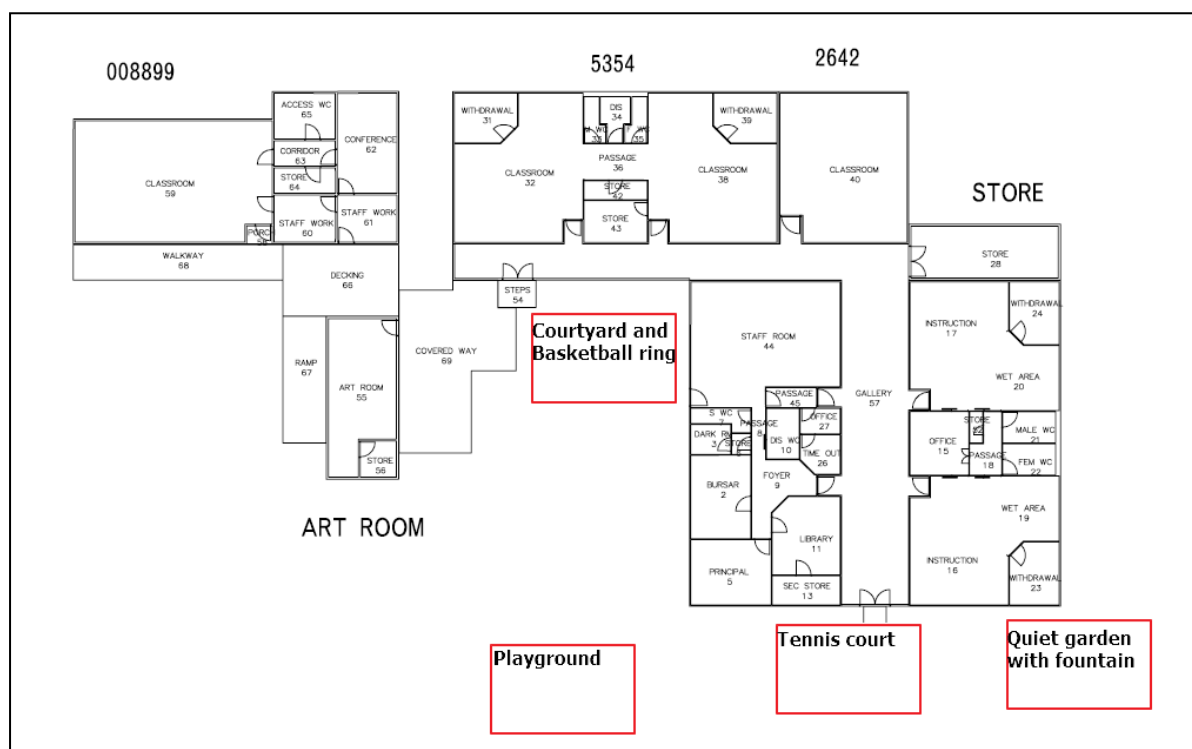
Yard duty

All staff at The Austin School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At The Austin School, school staff will be designated a specific program to supervise.

Yard duty zones

The designated yard duty areas for our school are program classrooms, courtyard with basketball ring, tennis court, quiet garden with fountain and playground.



Yard duty equipment

School staff must:

- Be familiar with the program students and receive a handover from the program teachers as to any relevant information regarding the students.
- Be familiar with the location of first aid equipment located in the staffroom in the labelled drawer.

Yard duty responsibilities

Staff who are rostered for yard duty must remain with the designated program students 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 (excluding drop off and collection periods)
- ensure students remain with their designated program
- 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 i.e. incident report.

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 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 Principal 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 call the office or 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/s is/are responsible for the supervision of all students in their care during class.

Staff must **not** leave the classroom unattended at any time during a lesson.

It is **not** appropriate to leave students in the care of unfamiliar casual staff, parents or trainee teachers.

It is **not** appropriate to leave students in the care of external education providers for example incursions.

In an **emergency situation** teachers are required to use ASCOM Alarms for the Principal or Assistant Principal and general staff support.

Teachers are required to carry and use their ASCOMs to alert all staff when there is a critical incident in the school.

If a student asked to leave the classroom or to access another space, a teacher must supervise the student. The staff may call the Principal or Assistant Principal to provide additional support either in the classroom or outside the classroom. If a student leaves the classroom without permission the ASCOM must be activated (see The Austin School Emergency Management Plan for more detail).

If a teacher/s needs to leave the classroom unattended at any time during a lesson, they should first contact the Assistant Principal or office for assistance. The teacher should then wait until a replacement staff member/s has arrived at the classroom before leaving.

Movement of Students

Care needs to be taken in allowing students to leave the room to work in other areas of the school. Discretion is to be used when allowing students to visit the toilet or the library during class time. At our school students in the REV program have unsupervised time during lunchtimes with parental permission and may leave school grounds to purchase lunch. Inpatient students should always be supervised by either nurses or teachers when moving to and from school.

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](#).

All students will have undergone a risk assessment indicating suitability prior to participation on excursions. Teachers need to be aware that students are usually less contained and more prone to accident and injury than in a more closely supervised classroom.

Teachers need to be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Teachers need to be aware that school policy is for students to be counted on and off transport and at other times on a regular basis whilst on excursion.

The teacher in charge will have copies of all confidential medical forms, photos of students and permission notes with contact details. A copy of this material will also be kept at school. A first aid kit must be carried on the excursion. All teachers on excursion will carry a mobile phone.

In the event of a student absconding whilst on excursions, teachers are to follow procedures as outlined in The Austin School Emergency Management Plan.

If the return time from an excursion is delayed, the teacher in charge will contact the school to inform the Principal of the new arrival time so that parents and CYMHS unit staff can be contacted and a member of the leadership team will remain at school until they arrive.

If crossing roads students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of students across the road.

All staff must follow the DET guidelines when organising an excursion or incursion. All procedural steps contained in the School's Camps and Excursions Policy and Procedure outlines must also be followed.

Digital devices and virtual classroom

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

The Austin 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 in program classrooms or the library.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored on program days
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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](#)

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 DET and working within Austin Health guidelines.

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
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent/carers are informed on enrolment by program teachers.

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	May 2022
Approved by	Principal
Next scheduled review date	May 2024

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