

YARD DUTY AND SUPERVISION POLICY

PURPOSE OF YARD DUTY

The primary purpose of yard duty is the safety of students, however, given the philosophy of our school, we recognise this time is an opportunity to build social skills of students, build positive relationships (in line with PBIS), build skills and language of the students: thus we refer to yard duty as Social Duty. You do need to circulate and interact with students. From the handbook: 'Yard duty is an important time as these situations have a lot to do with students' ability to manage themselves in less formal situations. Thus you are teaching: you should not be eating lunch or having hot drinks, but looking out for possible interactions to have. Frequently there are students you should prioritise.'

SCOPE OF THIS POLICY

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps. This policy applies to all teaching and non-teaching staff at Cann River P-12 College, including education support staff, and casual relief teachers. 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.

POLICY **Before and after school**

Cann River P-12 College's grounds are supervised by school staff from 8.40am until 3.30pm. Outside of these hours, school staff will not usually be available to supervise students.

Parents and carers should not allow their children to attend Cann River P-12 College outside of these hours. Families are encouraged to contact the principal on 51586245

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:

- Ensure there is some level of supervision of the student
- 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

Yard duty The principal is responsible for communicating the yard duty roster on a regular basis. At Cann River P-12 College, school staff will supervise the school grounds and buildings.

Staff who are rostered for yard duty must remain in the yard until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- move around the yard, ensuring you know where groups of students are
- be alert and engaged
- positively interact with students
- intervene if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure behaviours are positive: interact, redirect, to improve interactions
- follow up with appropriate consequences if necessary (sometimes students will be required go to the principal's office)
- Ensure that students who require first aid assistance receive it as soon as practicable – contact a first aide member of staff
- log any incidents or near misses as appropriate and write up an incident report for the principal
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 leadership but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/staff room or contact leadership and not leave the designated area until a replacement staff member has arrived. Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Yard Duty / On-site Supervision Policy – Senior Students

Senior Students at Cann River P/12 College, meaning Year 11 and Year 12 students, are expected to study in their free periods. The study can be undertaken quietly in the designated VCE room, in a teacher's classroom with a teacher, or students can go home to study. If students are going home, they need to sign out for the time they are not at school and sign back in when they return to school.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised, at all times, during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

REVIEW CYCLE This policy was Reviewed by staff 22/06/2021 and is scheduled for review on June 2024.