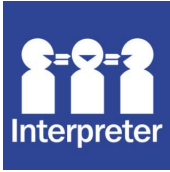




YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the General Office on 9091 8100 and select Option 3.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Maribyrnong College, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

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.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Maribyrnong College's grounds are supervised by school staff from 8.50am. After school, school staff will supervise the River Street/No. 53 tram stop until 3.35pm.

Students attending technical training session before and after school are supervised by relevant coaching staff.

Outside of these hours, school staff will not be available to supervise students.

Yard duty

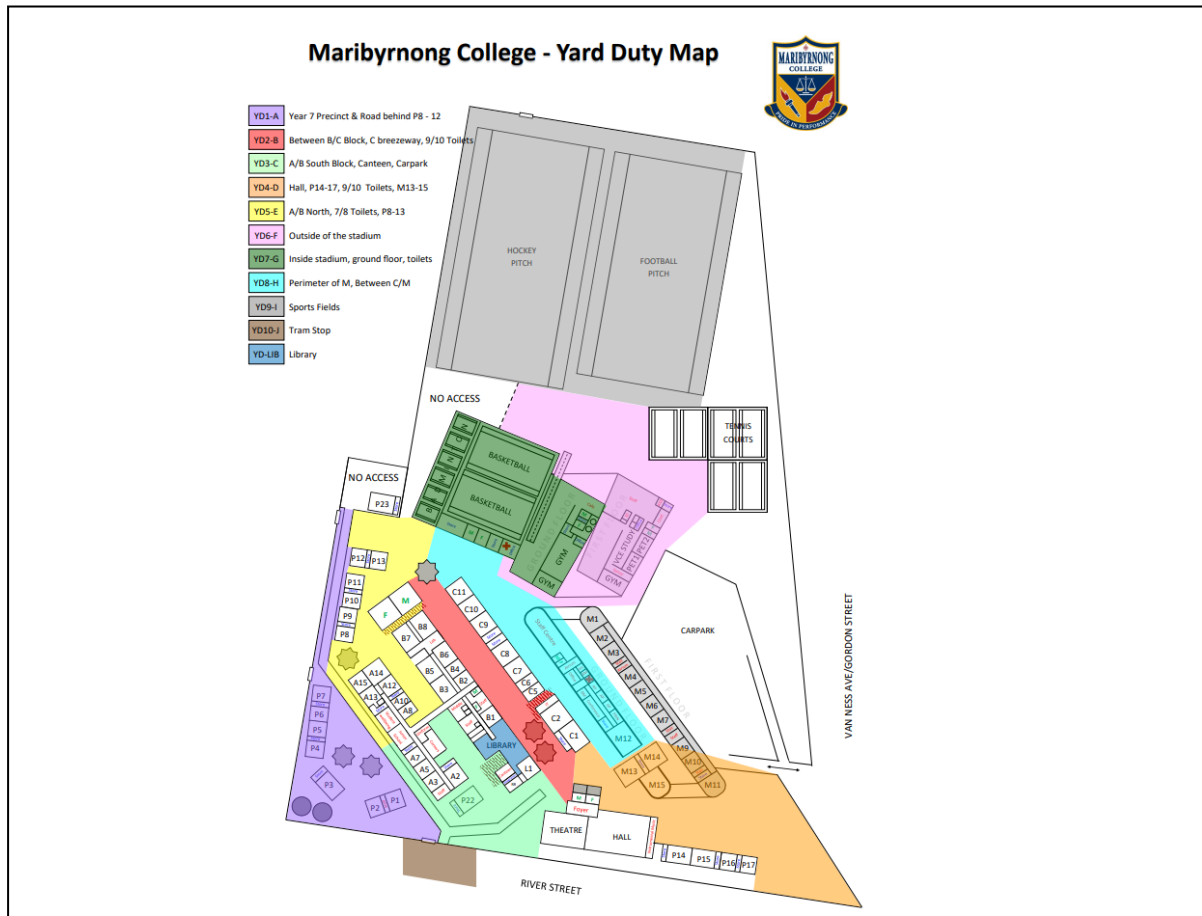
All staff at Maribyrnong College are expected to assist with yard duty supervision and will be included in the weekly roster.

The timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Maribyrnong College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at term 3, 2022 are:

Code	Area
YD1 - A	Year 7 Precinct
YD2 - B	B/C Block
YD3 - C	A/B South, Canteen
YD4 - D	Bandstand & basketball court
YD5 - E	A/B North, toilets
YD6 - F	Stadium Exterior
YD7 - G	Stadium interior & South Area
YD8 - H	C/M Block
YD9 - I	Sports Fields
YD10 - J	Tram duty
YD LIB	Library
HWK	Homework club

Compass Codes



YDYR	Recess
YDY 1	Lunch first half (12.42 – 1.08)
YDY 2	Lunch second half (1.08 – 1.34)
YDY T	After school tram duty

Staff who are rostered for yard duty must remain in the designated area until their session concludes.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- be alert and vigilant
- wear a provided safety/hi-vis vest while on tram duty at the end of the day
- 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 with the General Office

If the supervising teacher 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 teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

The College agreed procedures for allowing students out of class:

- Only one student should be allowed out of class at a time to go to the toilet etc., with the teacher's 'out of class' pass or a note
- Students should be sent to the sickbay with the 'permission to attend sick bay' note
- Students are **not** permitted to take a break between periods during a double period lesson. They are not to go to their lockers or to the bathroom at this time
- Students are required to be organised and take all the books they require to classes and only access their lockers during recess and lunchtimes
- Teachers may choose to make a note of the time they allow a student to leave the class and the time of their return to assist with incident monitoring and tracking

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front 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/administration 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.

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 ARRANGEMENTS

Year 12 students who have the relevant pass are permitted to leave the school grounds on Friday in order to purchase lunch from Highpoint Shopping Centre.

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
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	26 October 2022
Approved by	Principal
Next scheduled review date	26 October 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Maribyrnong College's Yard Duty and Supervision Policy.