



YARD DUTY AND SUPERVISION POLICY

RATIONALE

The purpose of this policy is to explain to staff Melba College's Yard Duty procedures and expectations for the appropriate supervision of secondary students. 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 is also plays a vital role in helping schools to discharge their Duty of Care to students.

OBJECTIVE

To ensure that school staff understand their supervision and Yard Duty and Duty of Care responsibilities.

SCOPE

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.

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

Melba College 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

Before and after school

Melba College's grounds are supervised by school staff from **8:25am** until **3:25pm**. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to attend the library which is open between 8:00am and 4:30pm each day.

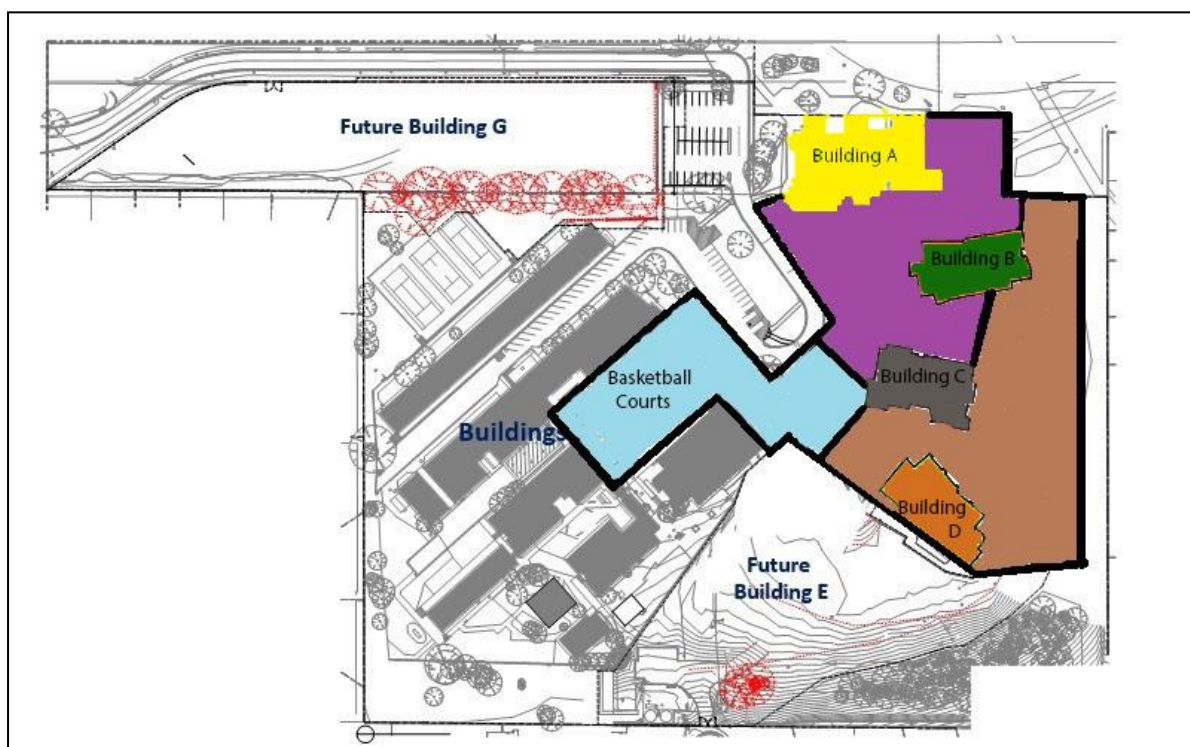
Yard duty

All staff at Melba College are expected to assist with Yard Duty supervision. This is included in timetabled Duties as published on Compass and in the Daily Bulletin.

The Principal or Assistant Principal Accountabilities is responsible for preparing and communicating the Yard Duty roster on a regular basis. At Melba College staff will be designated as part of Timetabled Duties a specific Yard Duty area to supervise.

The designated Yard Duty areas for Melba College as at Term 1, 2019 are:

Zone	Area
Zone 1	Basketball Courts
Zone 2	B and C Block courtyard
Zone 3	B Building
Zone 4	C Building and Canteen
Zone 5	D Building
Zone 6	Area behind main buildings



Melba College staff must wear the provided safety high-visibility vest whilst on Yard Duty. Safety high-visibility vests are available from Pam Peters - College Operations.

Staff who are rostered for Yard Duty must remain in the designated area until they are replaced by a relieving teacher.

During Yard Duty, supervising school staff must:

- methodically move around the designated zone
- 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 student behaviour expectations as set out in the Melba College 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 Compass
- active supervision is required for all Yard Duty areas
- any littering, inappropriate language and/or antisocial behaviour should be addressed immediately.

If assistance is required whilst on Yard Duty, contact the nearest reception or call the front office for support.

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 teacher is unable to conduct Yard Duty at the designated time, they should contact the Daily Organiser, an Assistant Principal or Principal 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 an Assistant Principal or Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for Yard Duty, the teacher currently on duty should send a message to the office/call an Assistant Principal or the Principal and not leave the designated area until a relieving teacher has arrived.

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. This is a legal obligation under Duty of Care Responsibilities. A teacher is not to leave students unattended in a classroom.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact Year Level Coordinator, Sub-school Leader, an Assistant Principal or the Principal 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.

FURTHER INFORMATION AND RESOURCES

DET POLICIES

- School Policy and Advisory Guide:
 - Duty of Care
 - Child Safe Standards
 - Visitors in Schools

MELBA COLLEGE POLICIES

- Duty of Care Policy
- Child Safety policy and Code of Conduct
- Child Safe Standards
- Visitors and Volunteers Policy

EVALUATION

This policy will be reviewed as part of the Melba College's three-year review cycle.

Policy Reviewed by School Council	Person Responsible for Policy	Next School Council Review
2018	Assistant Principal Compliance	2021