

# 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 Ballarat 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

Ballarat High School's grounds are supervised by school staff from 8.40 until 3.40. Outside of these hours, school staff will not be available to supervise students. Before and after school supervision is provided at the Bus Turning Circle in Gillies Street, the Sturt Street crossing at the front of the school and in the library, which is generally open until 4.30 each day, except for Friday.

## YARD DUTY

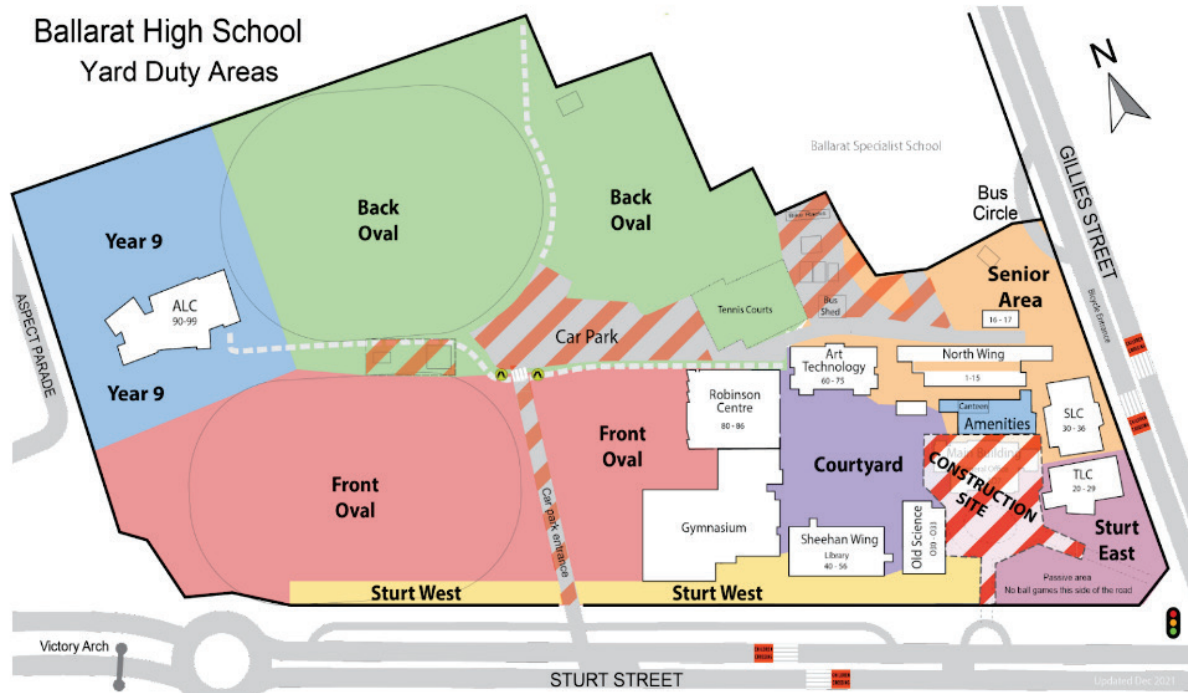
All staff at Ballarat High School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal is responsible for ensuring the preparation and communication of the yard duty roster on a regular basis. At Ballarat High School teaching and school leadership staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are:

Zone	Area
Zone 1	Amenities Building (Canteen)
Zone 2	Canteen line
Zone 3	Senior Learning Precinct
Zone 4	Front Oval
Zone 5	Back Oval
Zone 6	Courtyard
Zone 7	Sturt Street West
Zone 8	Sturt Street East
Zone 9	General Grounds
Zone 10	Bus Duty
Zone 11	Arch Learning Centre 1
Zone 12	Arch Learning Centre 2



## 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
- 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 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
- If the supervising staff member needs to leave yard duty during the allocated time, they should contact the General Office 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 contact 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 Executive 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**

Ballarat High School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

## **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 will have one study block of five sessions per week. Students will complete private study in the library or Peacock Hall. Students with private study at the beginning or end of the day can arrive late/arrive early if desired. Students will not be permitted to leave school grounds during these sessions.

## **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.

## **EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME:**

The school must receive written or verbal permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours. Independent students may be dismissed with the agreement of their Team Leader.

Students must be signed out of the school via the General Office if departing prior to dismissal time. Independent students are able to sign themselves out, but must have a legitimate reason for doing so

A record of early departures is kept in the General Office and completed for all students departing the school early. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.

No parents/carers are permitted to take students directly from the classroom.

Students can only be collected by a responsible person 16 years and over.

## **UNAUTHORISED STUDENT DEPARTURE FROM SCHOOL:**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed as soon as practicable. Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

## ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL:

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

## 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
- 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	May 2022
Approved by	Principal
Next scheduled review date	May 2024