



# Yard Duty and Supervision policy

## Purpose

The purpose of this policy is to explain to staff Bendigo Senior Secondary 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 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 school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Bendigo Senior Secondary 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

### Before and after school

Bendigo Senior Secondary College's grounds are supervised by school staff from 8.40am until 1.50pm. Outside of these hours, school staff will not be available to supervise students. The area patrolled by staff from 8.40-9.00am each school day includes: The area on the corner of Gaol and School road adjacent to the gymnasium. Students should be directed to use footpaths and not walk on roadways. Parents driving into School road should be challenged and reminded that the area is not a student drop off area.

### Yard duty

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

Dated: May 2018

Person Responsible: Assistant Principal - Staffing

Endorsed by College Council: N/A

Review: May 2019

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

The Assistant Principal- Staffing is responsible for preparing and communicating the yard duty roster each term. At Bendigo Senior Secondary College, school staff are designated a specific yard duty area to supervise each term.

The designated yard duty areas for our school.

Area	Area
<p><b>Gaol Road and School Road – Before School</b> Areas to be patrolled is the area on the corner of Gaol and School road adjacent to the gymnasium. Students should be directed to use footpaths and not walk on roadways. Parents driving into School road should be challenged and reminded that the area is not a student drop off area.</p>	<p><b>G Block and the yard surrounding the Language Centre</b> The areas to be patrolled include: areas adjacent to the Language Centre and G Block (including the courtyard). Please ensure that students are not using the kitchen in the Language Centre without the supervision of a teacher.</p>
<p><b>Café &amp; Goal Courtyards</b> This area includes the internal area and the two courtyards adjacent to the Ulumbarra Café.</p>	<p><b>Gym and Weights Room</b> Both these areas are to be supervised; normally two staff are allocated to each lunch time session, with one staff member supervising the weights room while the other supervises the Gym. If there is only one staff member on duty, the weights room should remain locked and the gym supervised.</p>
<p><b>C Block (Alexander Wing)</b> The areas to be patrolled include both floors in C Block excluding the Library. Please be vigilant in the areas adjacent to the Kitchenettes that are available for student use, to ensure the areas are kept litter free and neat and tidy.</p>	<p><b>Language Centre</b> The area to be patrolled is the internal area of the Language Centre. Please ensure that students are not using the kitchen facilities within the centre. Please be vigilant and remind students not to litter in the building and to keep the tables in a clean state when they leave.</p>
<p><b>E Block</b> The area to be patrolled is all three floors on E Block. This is in response to increased usage of the building by students during lunch times. Please be vigilant and remind students not to litter in the building and to keep a walkway clear in the corridors.</p>	<p><b>Rosalind Park</b> Please patrol the areas from the Fernery up to the Rotunda. Students are not permitted to use the Fernery or the garden adjacent to the Conservatory or RSL. Please be vigilant and remind students not to litter the park. Smoking, Skateboard riding and ball games are not permitted in the park or adjacent areas. It is important that if you are on supervision in this area that you do not leave until the change over occurs. This is to safe guard any member of staff from being on duty alone in the Park.</p>
<p><b>Between Goal and E &amp; C Blocks</b> Areas to be patrolled include school road from the Gym to the Business Centre and the area between C block and the Goal. Please be vigilant and remind students not to litter in this</p>	<p><b>TTC and B Block</b> Areas to be patrolled include B Block, surrounds and the areas surrounding the TTC. Which should also include the TTC entry adjacent to</p>

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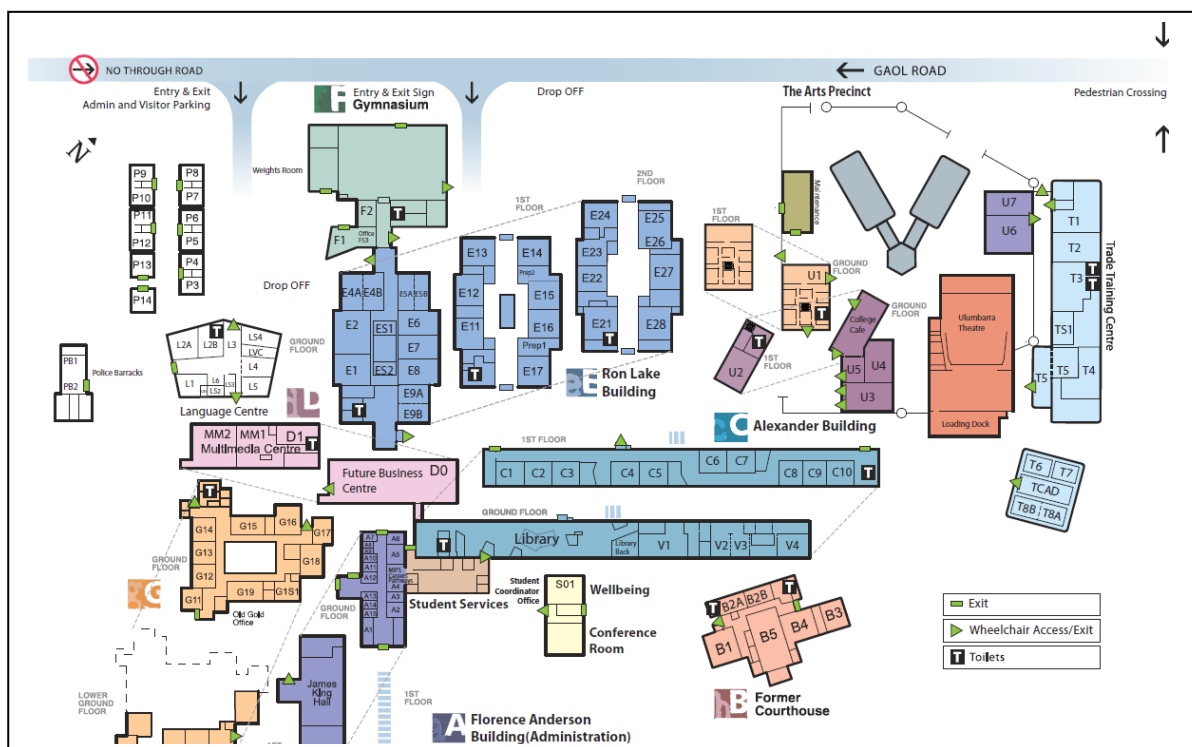
Person Responsible: Assistant Principal - Staffing

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area, particularly adjacent to the library and the areas adjacent to the Café courtyard.	Tom Flood centre and the covered walkway between the TTC and the Goal.
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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 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 into Compass and contact a House Manager as appropriate

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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 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 Assistant Principal- Staffing 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 Assistant Principal- Staffing 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.

### 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. 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. Events must be entered into Compass for prior approval by the Assistant Principal – Staffing to ensure that adequate staffing ratios are in place.

### Further Information and Resources

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

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