



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 also plays a vital role in helping schools to discharge their duty of care to students.

Scope

This policy applies to all teaching and non-teaching staff at Bendigo Senior Secondary College (BSSC), 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.

Before school

At BSSC the area adjacent to the college – Gaol Road (drop off zone) is supervised by school staff from 8.40am until 9.00am. Outside of these hours, school staff will not be available to supervise students.

During this time staff will supervise the drop off zone and roundabout adjacent to the college Gym.

Yard duty

All teaching Staff at BSSC are expected to assist with yard duty supervision and will be included in the weekly roster, if staff are unavailable to complete their scheduled duties or they are absent they are to inform the Daily Organiser who will arrange replacement staff.

Dated: November 2021

Person Responsible: Assistant Principal – Staffing

Endorsed by Principal: November 2021

Endorsed by College Council: Not required

Review: November 2022

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 at the start of each school term. The roster is emailed to all staff and upload to the Collage Staff Portal.

Yard duty zones

The designated yard duty areas for our college are as follows:

Zone	Area
1	Gaol Road and School Road – Before School 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.
2	Between Goal and E & C Blocks 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 area, particularly adjacent to the library and the areas adjacent to the Café courtyard.
3	Café & Goal Courtyards This area includes the internal area and the two courtyards adjacent to the Ulumbarra Café. No ball games are permitted in this area.
4	Language Centre 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.
5	Outdoor Basketball Courts The basketball courts are to be unlocked by the supervising staff member at the start of recess and lunch and then locked again at the conclusion of the break time. Students are to play ball sports in a safe manner and return any borrowed sports items to the gym at the end of the session.
6	Rosalind Park 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.
7	Gym and Weights Room 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.

Dated: November 2021

Person Responsible: Assistant Principal – Staffing

Endorsed by Principal: November 2021

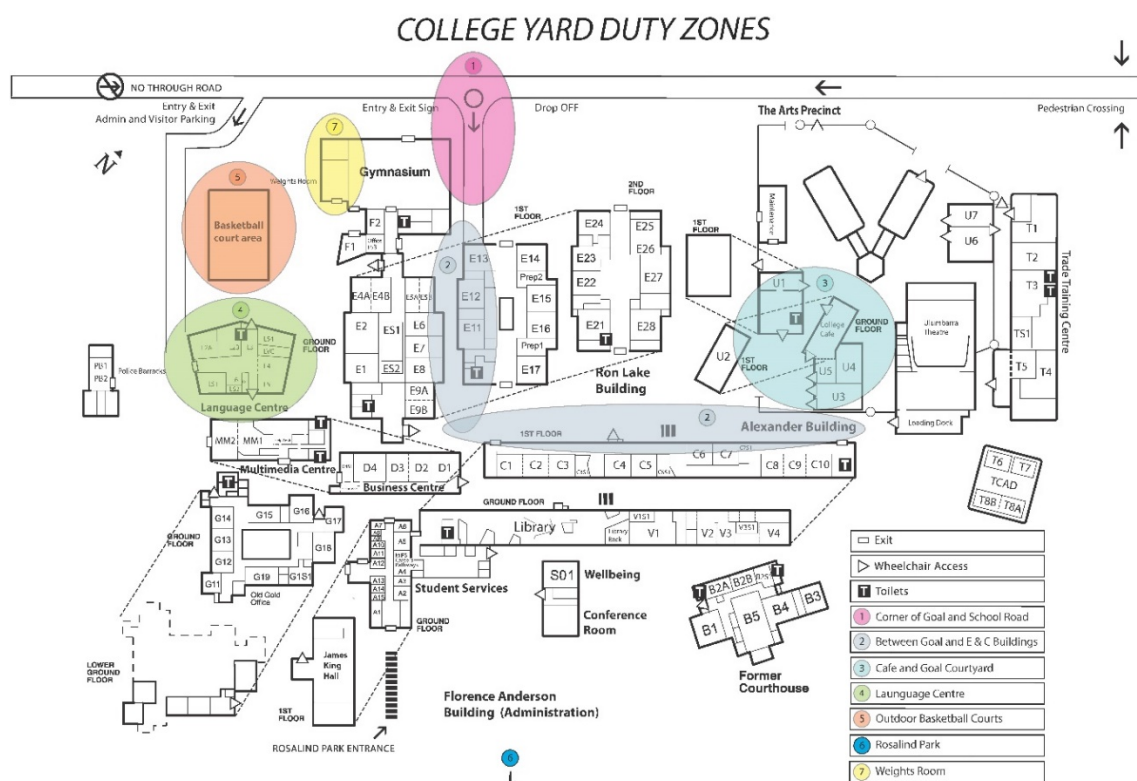
Endorsed by College Council: Not required

Review: November 2022

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

NETschool

NETschool staff complete their yard duty at the NETschool campus and ensure that all three floors have staff supervision during break times.



COLLEGE YARD DUTY ZONES



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Endorsed by Principal: November 2021

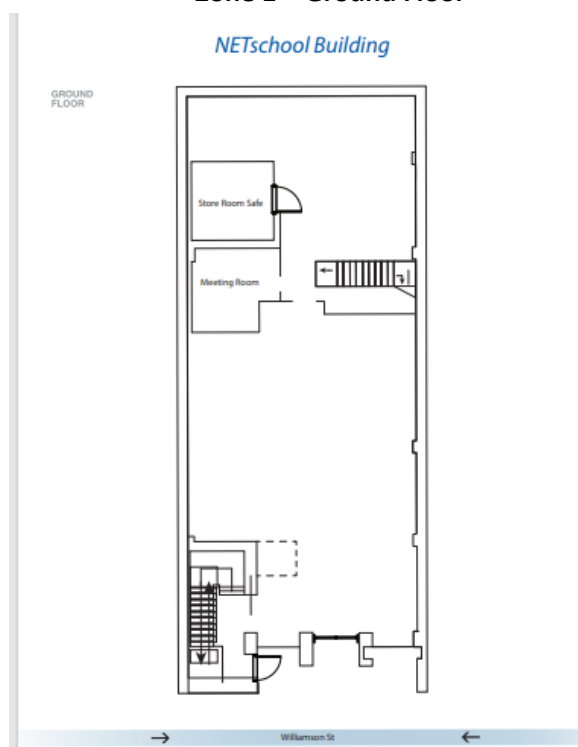
Endorsed by College Council: Not required

Review: November 2022

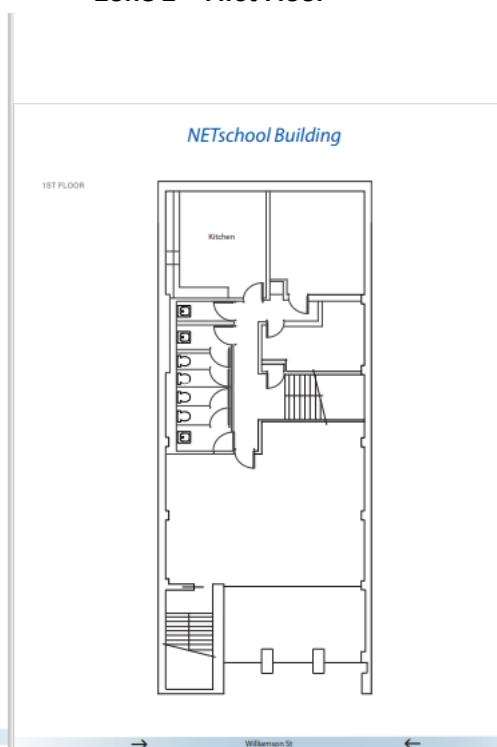
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NETschool yard duty zones – within building

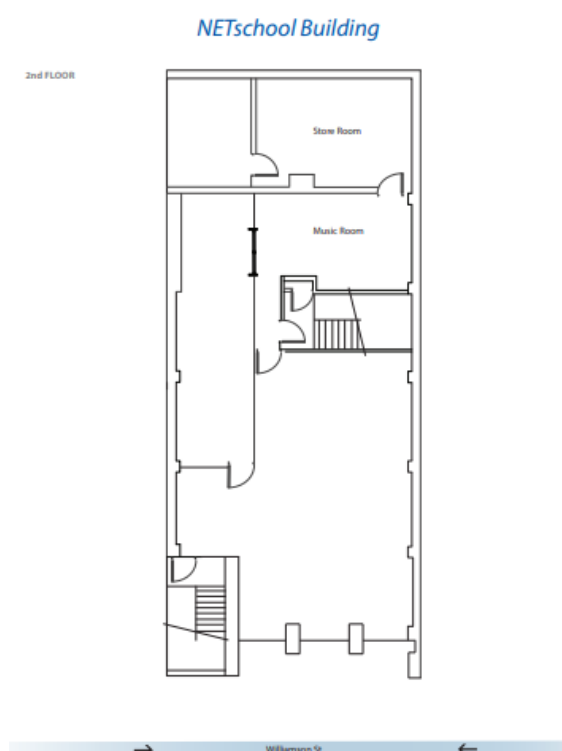
Zone 1 – Ground Floor



Zone 2 – First Floor



Zone 3 – Third Floor



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Endorsed by Principal: November 2021

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Yard duty equipment

College staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are distributed to staff and kept in their offices.
- carry the yard duty first aid bag and mobile phone at all times during supervision of Rosalind Park. The yard duty first aid bag will be stored in General Office. The bag must be returned to the General Office at the completion of the yard duty session

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 during the time they are rostered for yard duty.
- 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 Wellbeing and Engagement policy
- ensure that students who require first aid assistance are directed to the General office so that the College First Aid officer can provide assistance. If a student is unable to attend the General Office due to the nature of the injury staff must contact the General Office as soon as possible to ensure first aid can be administered.
- log any incidents or near misses as appropriate on Edusafe Plus.
- 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 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 an Assistant Principal 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 an Assistant Principal 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.

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Endorsed by Principal: November 2021

Endorsed by College Council: Not required

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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 another teaching staff member 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. When a student is participating in learning with an offsite provider (for example, another school), the supervision of the student will be provided by the offsite provider.

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

BSSC students will have 'study periods' within their weekly timetable. The number of 'study periods' is dependent on the number of subjects a student has within their program. While all BSSC students are encouraged to remain onsite and use their 'study periods' productively in one of the many study spaces, students are permitted to leave site during these times.

Supervision of student in emergency operating environments

In emergency circumstances our college will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our college will follow the operations guidance issued by the Department.

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Communication

This policy will be communicated to our college community in the following ways:

- Available on college website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included on our Staff Portal

Further Information and Resources

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [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

This policy will also be updated if significant changes are made to school grounds that require a revision of BSSC's yard duty and supervision arrangements.

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