

We care about our students at Weeroona College Bendigo and we help them to thrive.

PURPOSE

The purpose of this policy is to explain to staff Weeroona College Bendigo'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.

OBJECTIVES

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 and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Weeroona College Bendigo, 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

Weeroona College Bendigo's grounds are supervised by school staff from 8:45am until 4:00pm. Outside of these hours, school staff will not be available to supervise students

BF 1 8:15 – 8:50	Front of school – supervising country bus travellers when they arrive	
BF 2 8:50 – 9:00	Kappen – outside and within Kappen Katyil – outside and within Katyil Merin – outside and within Merin Wannop – outside and within Wannop	Monitor students and encourage them to get all equipment ready for Advisory, session 1 & 2
Lunch 1 11:45 – 12:10	Area A – Wannop basketball court, back of Kappen, front of PA building – students should not be sitting on the climbing wall Area B – Back of Kappen, back of Merin, Oval area – students not permitted beyond back of the oval fence, apart from active track walking	
Lunch 2 12:10 –	Area C – Futsal Pitch, Gym shade sail basketball court – front of school is out of bounds Area D – Front of Katyil, Hill area, Canteen shade sails grassed area – front of school is out of bounds	

12:35	Canteen – Supervision of students accessing the canteen – monitoring of hill area and cafeteria once student numbers reduce
Recess 1:45 – 2:05	GLC – assisting library staff with supervision within the Global Learning Centre – monitoring of cafeteria area also where appropriate ROAM – ‘roaming’ of Areas A, B , C and D to support staff in these areas – monitor where greater numbers of students are at any one time Sport (12:00 – 12:30) – Facilitation of sport activities within Gym or other areas
City Bus 3:15 – 3:30	Front of school – supervising students boarding the ‘city special’ bus - encourage students to line up and board in an orderly fashion
Country Bus 3:15 – 4:00	Front of school (big bus shelter) – supervising country bus travellers before they leave – also assist City Bus yard duty teacher

Students who may wish to attend school outside of these hours are encouraged to attend the College library, which is open from 8:15 am until 4:15pm

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

The timetabler is responsible for preparing and communicating the yard duty roster on a regular basis.

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests have been provided to each member of staff. Learning Community Leaders have spare vests located in the learning community leader offices.

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. Staff may choose to move around the school in pairs.
- 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 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 a member of the Principal team 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 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact Learning Community Leader, Leading Teacher, or member of the principal team 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

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

REVIEW CYCLE

This policy was last updated on March 2020 and is scheduled for review on March 2022.

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