



Help for non-English speakers

If you need help to understand the information in this policy please contact the administration office.

PURPOSE

To ensure that school staff understand their supervision and yard duty responsibilities.

SCOPE

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

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.

Yard Duty

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

The Daily organiser/timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Weeroona college Bendigo school staff will be designated a specific yard duty area to supervise.

BF 1	Front of school – supervising country bus travellers when they arrive
8:15 – 8:50	

BF 2 8:50 – 9:00	<p>Kappen – outside and within Kappen</p> <p>Katyil – outside and within Katyil</p> <p>Merin – outside and within Merin</p> <p>Wannop – outside and within Wannop</p>	Monitor students and encourage them to get all equipment ready for Advisory, session 1 & 2
Lunch 1 11:45 – 12:10	<p>Area A – Wannop basketball court, back of Kappen, front of PA building – students should not be sitting on the climbing wall</p> <p>Area B – Back of Kappen, back of Merin, Oval area – students not permitted beyond back of the oval fence, apart from active track walking</p>	
Lunch 2 12:10 – 12:35	<p>Area C – Futsal Pitch, Gym shade sail basketball court – front of school is out of bounds</p> <p>Area D – Front of Katyil, Hill area, Canteen shade sails grassed area – front of school is out of bounds</p> <p>Canteen – Supervision of students accessing the canteen – monitoring of hill area and cafeteria once student numbers reduce</p>	
Recess 1:45 – 2:05	<p>GLC – assisting library staff with supervision within the Global Learning Centre – monitoring of cafeteria area also where appropriate</p> <p>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</p> <p>Sport (12:00 – 12:30) – Facilitation of sport activities within Gym or other areas</p>	
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	

Yard duty equipment

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.
- 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
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose.

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.

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](#)

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.

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
- Made available in hard copy from school administration upon request

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	March 2024
Approved by	Principal
Next scheduled review date	March 2026

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 arrangements.