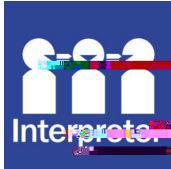


SUPERVISION AND YARD DUTY POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College. Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at: keysborough.sc@education.vic.gov.au.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Keysborough Secondary College, including education support staff, casual relief teachers and visiting teachers. This policy applies to both campuses of Keysborough Secondary College.

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 College 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

Keysborough Secondary College's grounds at both Acacia and Banksia Campuses are supervised by school staff for 10 minutes before and after school. Outside of these hours, school staff will not be available to supervise students.

Doors to the Junior and Senior Villages at both Acacia and Banksia Campuses will be opened at 8:30. Students may enter the buildings when the doors are opened.

Outside supervision will occur in the courtyards and the main entrance of each campus for 10 minutes before and after school.

If a student is not collected at an appropriate time at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to remain in the central courtyard of each campus.

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 a Year Level Coordinator, or Campus Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

The College Principal and the College 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 [Excursions Policy](#).

Digital devices and virtual classroom

Keysborough Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Please also refer to the Keysborough Secondary College *Digital Learning Policy*.

Keysborough Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the 'Study Hall'.

Remote and virtual learning from home

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home: student attendance will be monitored for every class the student is expected to be present for. any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – please refer to our 'Wellbeing and Engagement Policy' and our 'Child Safety Responding and Reporting Policy and Procedures' for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the College 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 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](#)

Senior secondary independent study

Year 11 and 12 students who do not have a timetabled subject lesson will be timetabled as 'independent study'. Students on each campus are expected to attend the 'Study Hall' where teacher supervision and support will be provided. Attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

Supervision of students 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.

Other areas requiring supervision

During Recess and lunchtimes students in the libraries will require supervision. If staff are unable to be present to supervise, then the library will need to be closed.

Yard duty

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

The College Principal, Campus Principal and Daily Organiser are

Yard duty equipment

College staff must:

wear a safety/hi-vis vest whilst on yard duty. Staff are given a vest during induction. If you require a vest see a member of the College leadership team or the main reception of the Campus.
staff are encouraged to have their mobile phone with them in they need to call the office for assistance.

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 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 College grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods). **Immediately after asking the unknown visitor to leave the College grounds and escorting them off the College grounds inform the College Principal or Campus Assistant Principal.**

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 'Wellbeing and Engagement Policy' or (1) 422 (d)

