



MONTEREY SECONDARY COLLEGE POLICIES

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Monterey Secondary College on (03) 9781 7700.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Monterey Secondary College, 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.

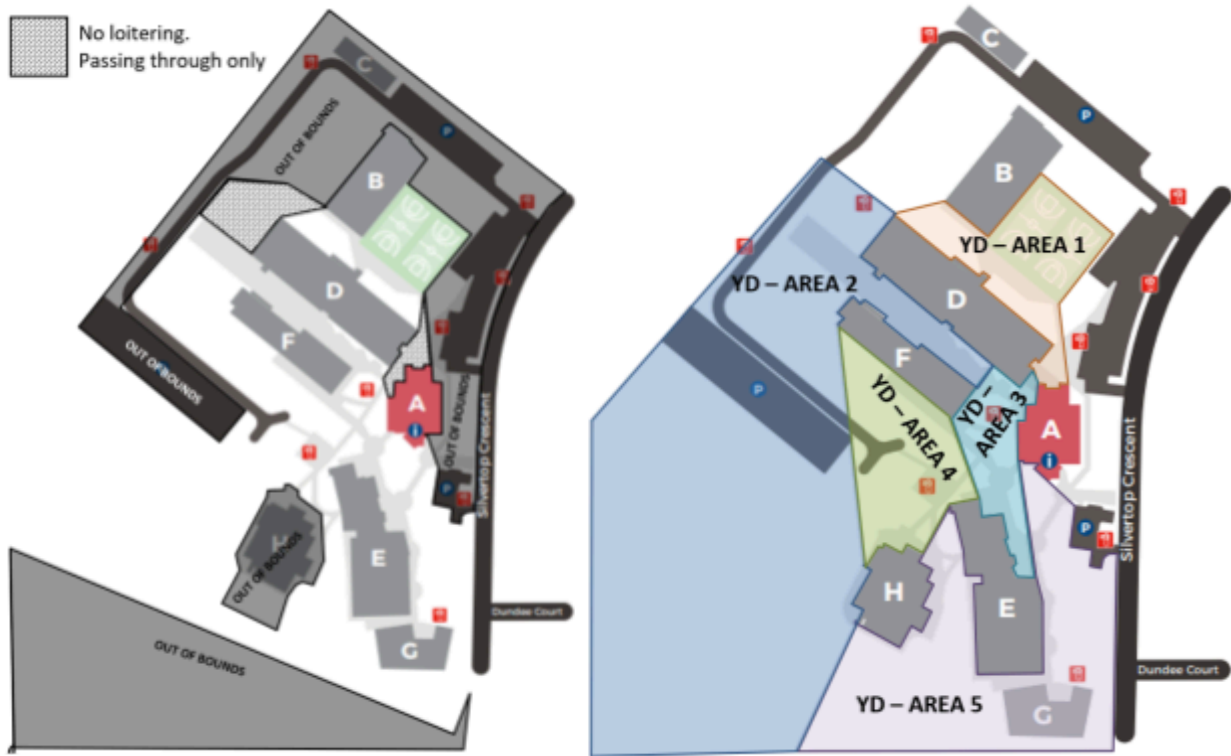
School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Monterey Secondary College's grounds are supervised by school staff during morning recess at 11.02am to 11.26 am and lunchtime 1.21 pm to 2.08 pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to sign in with the Attendance Officer in the Administration Building.

Yard duty

Duty Descriptions



YD0	Active supervision of students inside the Engagement building
YD1	Active supervision of students on the basketball courts and surrounding area
YD2	Active supervision of students between Building D and Building F, and observation of the oval
YD3	Active supervision of the canteen, when the canteen clears, active supervision of the area
YD4	Active supervision of students along Building F, the garden and courts, reporting to teacher on YD2
YD5	Active supervision of students in and around Building G and around Building E
YD6	Active supervision of students inside the basketball stadium and foyer area (see FIEB for more info)

Wet day yard duties (**must** be called over the P/A under direction of leadership)

<i>YD0</i>	<i>Active supervision of students inside the Engagement building</i>
<i>YD1</i>	<i>Active supervision of students inside the basketball stadium and foyer area</i>
<i>YD2</i>	<i>Active supervision of students inside building D (directing students into lunchtime clubs or open space at back of D-wing)</i>
<i>YD3</i>	<i>Active supervision of the canteen, when the canteen clears, active supervision of the area</i>

YD4	<i>Active supervision of undercover areas around Building F and Building D, reporting to teacher on YD2</i>
YD5	<i>Active supervision of students in and around Building G, and around Building E</i>
YD6	<i>Active supervision of students inside the basketball stadium and foyer area (see FIEB for more info)</i>

The out of bounds areas for students are:

- Car Park areas
- Nats track

All teaching staff at Monterey Secondary College are expected to assist with yard duty supervision and the Daily Organiser will include staff on the yard duty roster.

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

Staff must:

Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests supplied to each staff member.

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 ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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 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 the Daily organiser through WebEx 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 notify through WebEX 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.

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 the Rostered On Call Teacher through WebEx. 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.

Digital devices and virtual classroom

Monterey Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Monterey 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 a common study area visually seen by a member of the subschool team.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- Student attendance will be monitored daily
- Any wellbeing or safety concerns for the student will be managed in accordance with our usual Student Wellbeing Referral Processes – refer to our Student 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 disabilities or other additional needs. In these cases, Inclusion Support Leader 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

Year 12 students will be timetabled as a formal 'study hall' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

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:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Hard copy available 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](#)

School Policies:

- Statement of Values
- Child Safety Policy
- Bullying Prevention Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Child Safety Code of Conduct
- Complaints Policy
- Digital Learning Policy
- Inclusion and Diversity Policy
- Student Engagement & Wellbeing Policy
- Visitors Policy
- Volunteer Policy
- Duty of Care Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Consultation	March 2024 - Principal and School Council
Approved by	Peter Langham (Principal) and School Council
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 Monterey Secondary College yard duty and supervision arrangements.