



Manor Lakes P-12
College

POLICY

Yard Duty and Supervision

Ratified: 10th May 2023



Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Manor Lakes P-12 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.

Before and after school

Manor Lakes College's grounds are supervised by school staff from 8.35am until 3.15pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the College's main entrances as well as other spaces within the grounds.

Students who may wish to attend school outside of these hours are encouraged to make use of the Big Childcare OHSC for Primary students (contact 0421 641 603).

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes 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
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard Duty

All teaching and classroom based education support staff are expected to assist with yard duty supervision and will be included in the roster.



The Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Manor Lakes P-12 College, school staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school as of Term 1, 2023 are attached (for both recess and lunch duty and also before and after school duty).

Yard duty zones

The designated yard duty area maps for our school are attached and available on Compass.

Yard duty equipment

Yard duty staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag (including student health and safety information) at all times during supervision.

Yard duty responsibilities

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 Wellbeing and 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
- ensure students remain in their designated sector zones
- 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)

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two 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. Where possible, staff should also try and find their own yard duty swaps if absences are due to excursions or known in advance.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the front office for support 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 contact the front office or member of the Principal class team 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. Students who need to leave unaccompanied at any time during class must be given either a signed exit pass (Secondary students) or a lanyard (Primary students) that clearly identifies where they are going.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a Year Level Leader/Principal class member/teacher not in the act of teaching 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

Manor Lakes P-12 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Manor Lakes P-12 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 according to their individual timetable.

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

- student attendance will be monitored at least daily by the classroom/subject teacher. Three consecutive absences will be followed up by the Classroom Teacher, Year Level Coordinators or Heads of School and parents notified.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes as outlined in the [Student Wellbeing and Engagement Policy](#) and our [Child Safety Responding and Reporting Policy and Procedures](#).

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

Some senior students are allocated independent study sessions. This will be timetabled as a formal 'study hall', located in the open study space in Victoria and attendance will be recorded by administration staff. Students will not be permitted to leave school grounds during these sessions except when their 'study hall' session is during session 1 or 5.

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
- Discussed at staff briefings and meetings as required

Related Policies 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](#)

Review cycle and evaluation

Created date	1st March 2023
Consultation	<ul style="list-style-type: none">- Emailed to all School Council members for feedback and review 5th May 2023.- Nil feedback given. Council ratified all policies 10th May 2023- Compass post to all students, guardians and staff requesting feedback sent 26th of May 2023. Posts included PDFs of all policies.



	<ul style="list-style-type: none">- All guardians with Compass App sent push notification of above post 26th of May 2023.- Newsletter notice to Primary families requesting feedback emailed 26th May 2023.- Newsletter notice to Secondary families requesting feedback emailed 26th May 2023.- Seesaw reminder post to Supported families requesting feedback sent 1st June 2023- Community consultation ended 7th June 2023.- Feedback/submissions received - nil.
Endorsed by	Scott Dellar, Principal
Endorsed on	10th May 2023
Next review date	2 years

***This policy will also be updated if significant changes are made to school grounds that require a revision of Manor Lakes P-12 College's yard duty and supervision arrangements.



APPENDIX A: Primary/Supported Yard Duty Maps



Primary/Supported Yard Duty

Recess & Lunch
2023



Yard Duty Times

Recess 1 - 10:56am - 11:11am
Recess 2 - 11:11am - 11:26am
Lunch 1 - 1:32pm - 1:47pm
Lunch 2 - 1:47pm - 2:02pm



Primary/Supported Yard Duty

Before &
After School
2023



Yard Duty Times

Before School - 8:35am - 8:47 am
After School - 3:00pm - 3:15pm

APPENDIX B: Secondary Yard Duty Maps

SECONDARY YARD DUTY

Recess &
Lunch 2023



Yard Duty Times

Recess 1 - 10:56am - 11:11am

Recess 2 - 11:11am - 11:26am

Lunch 1 - 1:22pm - 1:42pm

Lunch 2 - 1:42pm - 2:02pm





SECONDARY YARD DUTY

Before & After
School 2023



Yard Duty Times

Before School - 8:35am - 8:47am

After School - 3:00pm - 3:15pm

