

 <p>Belmont High School 'Strive for the Highest' www.bhs.vic.edu.au</p>	<h1 style="text-align: center;">Yard Duty &amp; Supervision – Staff Policy</h1>	
<p>Policy Status: Final</p>	<p>Document Owner: Principal</p>	<p>Authorised by: Principal and Leadership Team</p>
<p>Date of issue: 28/05/2021</p>	<p>Review Date: May 2022</p>	<p>Version 3</p>

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Belmont High School, 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, time and places.

### Before and after school

Belmont High School's grounds are supervised by school staff from 8:25 am until 4:05pm on Monday and 8:25am until 3:40pm Tuesday to Friday. Outside of these hours, school staff will not be available to supervise students. These hours will be included in the school newsletter each term.

Before school there are two staff members on duty from 8:25am – 8:50am. One is located in the area along Rotherham street and the other is on duty around all of the Learning Centres.

After School there are 3 staff on duty:

- short duty near the Digby Avenue entrance
- long duty at the bus stop on Rotherham Street
- short yard duty at the PAC carpark

Short duty (12 minutes) from 3:40pm – 3:52pm on Monday, and 3:15pm - 3:27pm Tuesday to Friday.  
Long bus duty (25 minutes) is from 3:40pm – 4:05pm on Monday and 3:15pm – 3:40pm Tuesday to Friday.

Students who attend pre-arranged supervised activities at school outside of these hours are required to report to their supervising staff member to be marked present.

If required there may be additional bus duties added to the After School roster by the Principal Class.

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### Yard Duty

All teaching staff at Belmont High School are expected to assist with yard duty supervision which will be equitably distributed according to the VGSA and will be included in the fortnightly roster.

The Time Tabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Belmont High School, staff will be designated a specific yard duty area to supervise. The designated yard duty areas for our school 2021.

During yard duty, staff are required to uphold all behavioural expectations and ensure that the uniform and mobile phone policy is adhered to by all students.



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## MAP OF BELMONT HIGH SCHOOL DUTY ROSTER MAP SCHOOL HOURS



CIRCULATE AROUND AREA AT ALL TIMES.

YARD D, E AND F BEGIN AND END AT EXITS TO SCHOOL GROUND 😊



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Zone	Area
<b>Recess and Lunch</b>	
<b>Zone A</b>	Covers the area around the red and green LC buildings, Biolab and the yard up to the north end of the administration building.
<b>Zone B</b>	Covers the area around the yellow and blue learning centres and the P wing and check the appropriate learning centre toilets
<b>Zone C</b>	covers the C wing corridor, quadrangles on either side and grass area at the end of the N wing.
<b>Zone D</b>	Starts at the South west corner of the oval and moves up past the the basketball courts and then back around the west oval area.
<b>Zone E</b>	Begins at the South West corner of the oval and constantly circulates around the oval.
<b>Zone F</b>	Begins at the Rotherham exit beside the administration building, walks through the T wing corridor between T6 and T4 directing any students out of the building and locking the doors. Then continue to circulate around the front of the school including the car parks
<b>PAC</b>	Circulate through the building and aid the canteen duty staff member as required. Students are not to loiter or eat inside the PAC unless it is a rainy day timetable. Check the appropriate PAC toilets. Please ensure the change rooms are locked.
<b>Canteen</b>	Staff on duty should be located inside the canteen between the 2 queues. Allow only 4 students into the canteen at a time. Monitor the line-up process, help canteen staff and ensure students are not queue jumping or standing between queues.
<b>Library</b>	Staff to circulate and make sure no students are eating.
<b>Before School</b>	
<b>Zone A</b>	Along Rotherham street all of area A and E



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<b>Zone B</b>	Near the Digby St entrance and around all of the Learning Centres and across to the P wing
<b>After School</b>	
<b>Digby Avenue</b>	Near the exit to the street and supervise students leaving the school, be aware of vehicles using the driveway.
<b>Gym Carpark</b>	Supervise students leaving through the car park, ensure students are NOT riding bicycles on school grounds. Be aware of cars moving in the area and potential for parents to try to use this area.
<b>Long Bus Duty Rotherham St</b>	Actively supervise students waiting at the bus stop. Ensure they are off the road and not playing in the car park. Students not to be playing ball games in this area at any time.



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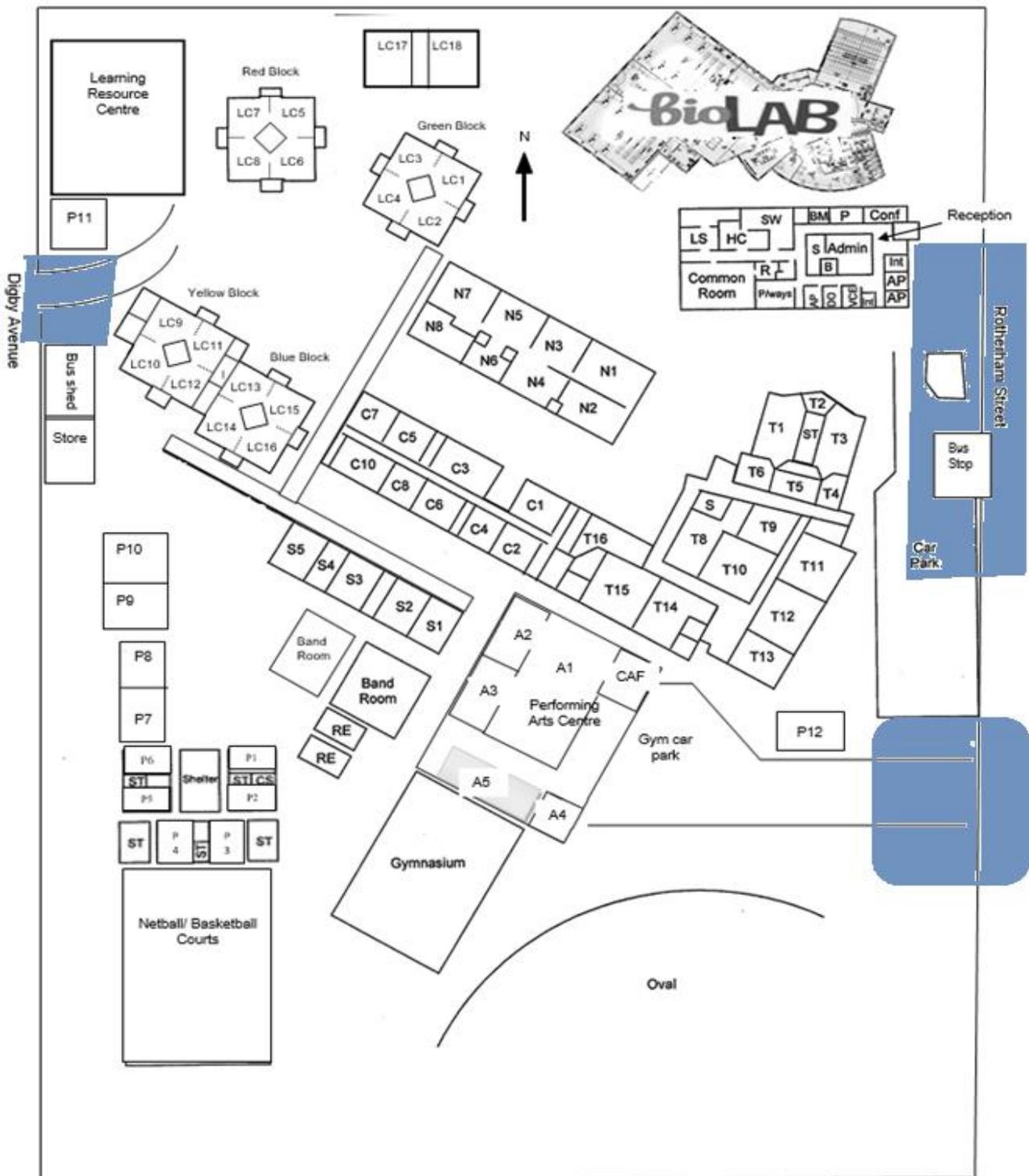
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## MAP OF BELMONT HIGH SCHOOL AFTER SCHOOL YARD DUTY MAP - COMMENCES STRAIGHT AFTER PERIOD 6 BELL





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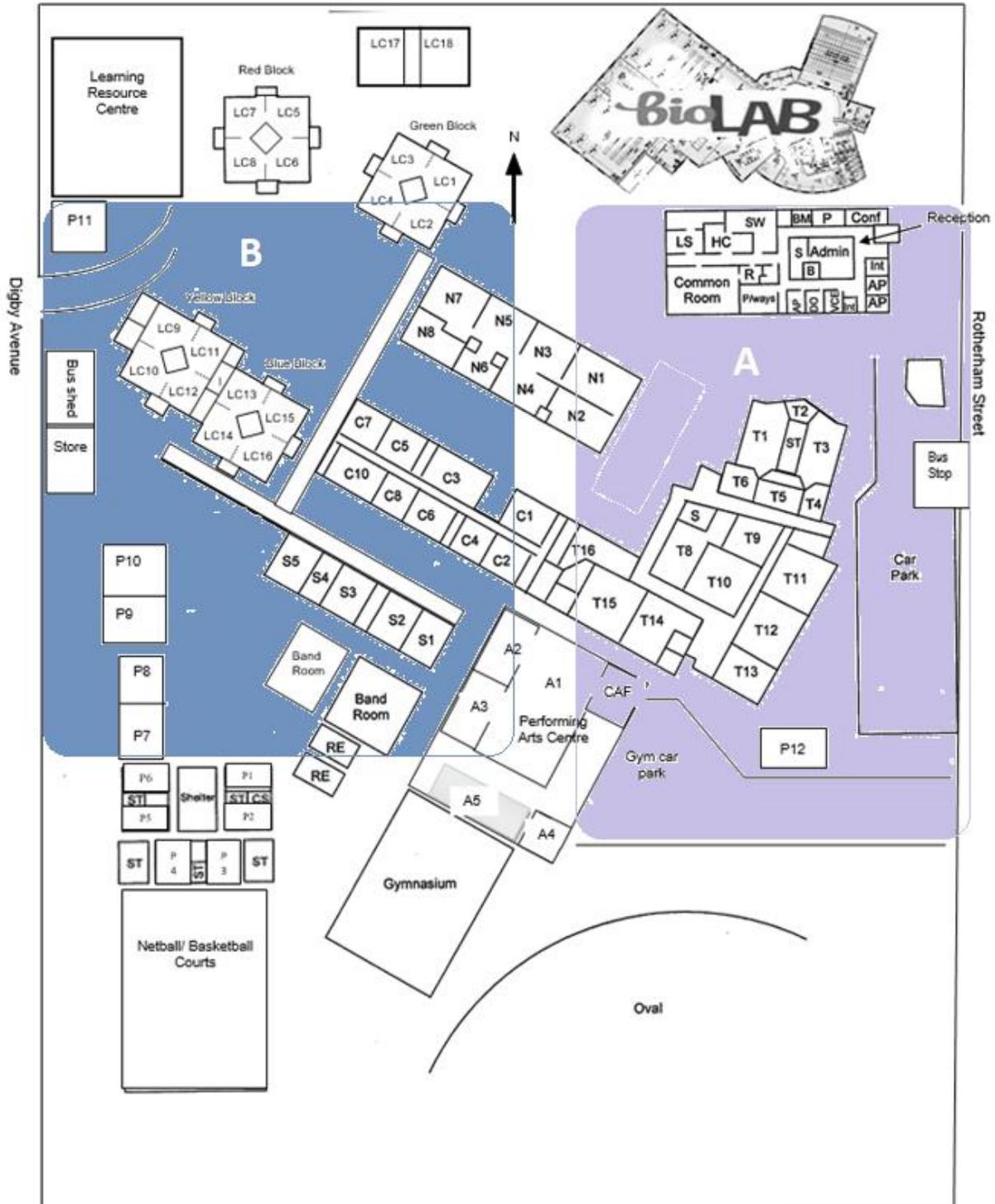
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## MAP OF BELMONT HIGH SCHOOL BEFORE SCHOOL YARD DUTY MAP - COMMENCES AT 8:25am



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### Yard Duty Responsibilities

School staff **must wear a provided safety/ hi-vis vest** whilst on yard duty. Safety/hi-vis vests will be stored in each staff room.

School staff **must have a phone with them on duty**, those staff who do not have a mobile phone must collect one from the office prior to the commencement of their duty and return the phone as soon as possible after their supervision.

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 & Engagement Policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on compass for behavioural incidents/injuries and eduSafe Plus for environmental or staff issues

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. Hand over locations are indicated on the yard duty map.

If the situation arises and supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser or in their absence one of the Assistant Principals 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 the Principal Class Officer 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 must be aware who is going to replace them for the second half of duty

1<sup>st</sup> Contact the administration office and ask to be put through to the staffroom of the teacher absent

2<sup>nd</sup> Contact the Daily Organiser or Principal Class Officer for assistance

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.

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### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Students are required to stay in the classroom at all times. We encourage students to stay in the classroom at all times. If a student needs to leave the classroom, the “Permission to Leave Class Log” in the student diary must be signed.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Administration to be relieved, or a teacher nearby to supervise their class. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### School activities, camps and excursions

The principal class 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.

### Supervision of students using digital devices

Belmont High School follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

### 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](#)

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## Independent Study

Year 11 and 12 students are required to attend designated study areas including the library and VCE study areas. Students must arrive on time each day to form assembly and remain onsite at all times. Any student studying VCE are permitted to leave the school each Wednesday after period 4. Year 12 students are permitted to leave at the end of period 4 each second Friday (Week B). Parents are notified of these arrangements. Students that remain at school for VET or study periods are required to document their attendance at school during these times. (If pandemic restrictions are in place, these arrangements could be amended and this will be communicated throughout our school community)

## 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
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent annually in our school newsletter.

## FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [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](#)

**Please note that any activities that are not directly supervised must be clearly outlined on your excursion form and require specific consent for those activities**

## REVIEW CYCLE AND AUTHORISATION

This policy was last updated on May 2021 and is scheduled for review on May 2022. This policy will also be updated if significant changes are made to school grounds which would require a revision.



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This policy was ratified by the Principal and Leadership Team and was last updated on 28/05/2021 and is scheduled for review on May 2022.

Signed:  (Principal)