

Yard Duty and Supervision



If you need help to understand the information in this policy please contact the General Office.

PURPOSE

To ensure school staff understand their supervision and Yard Duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Upwey 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, camps, tours 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

Upwey High School's Upper and Lower Courtyards, the Upwey Primary School Carpark and the crossing on Darling Ave are supervised by school staff from 8.30 am until 8.45 am . After school the Bus Turntable is supervised until the final bus leaves and the primary school carpark and crossing until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

If a student arrives at school before supervision commences at the beginning of the day, the Team Leader or an Assistant Principal 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.

Students who wish to attend school outside of these hours will be expected to be involved in after school supervised activities such as Homework Club or School Production Rehearsals.

YARD DUTY

All staff at Upwey High School are expected to assist with Yard Duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the Yard Duty roster on a regular basis. At Upwey High School, school staff will be designated a specific Yard Duty area to supervise or a Lunchtime Activity Club to oversee.

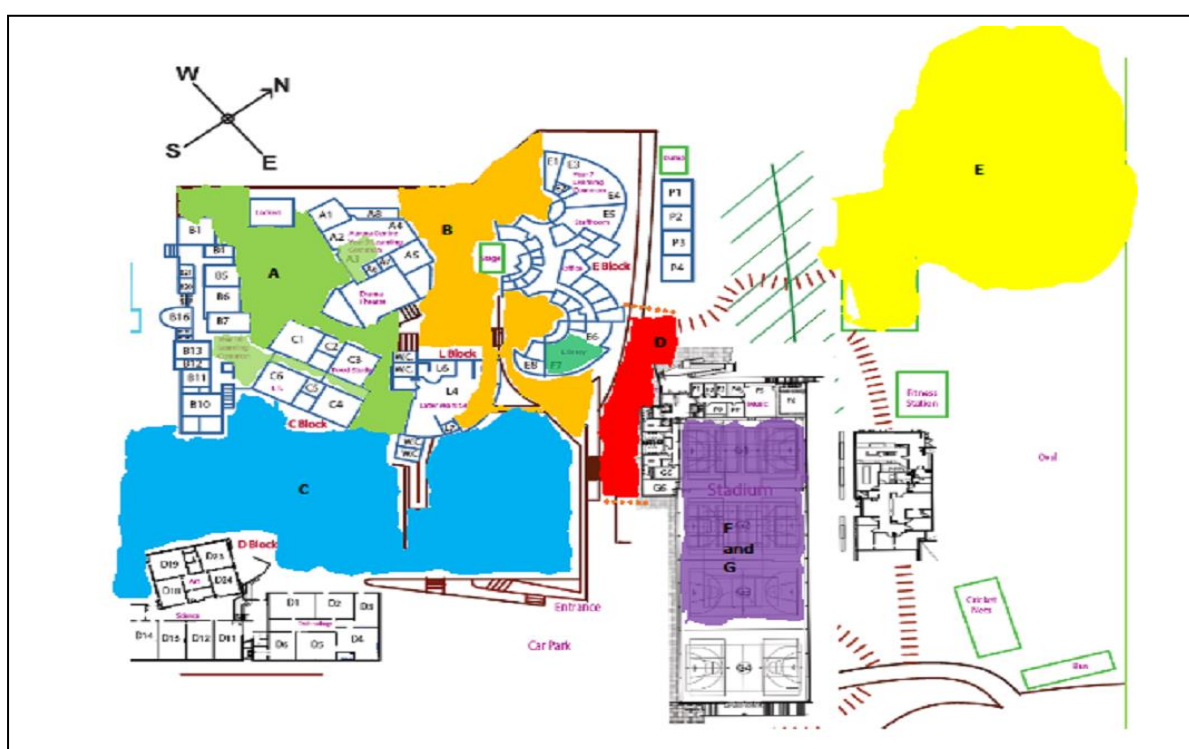
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YARD DUTY ZONES

The designated Yard Duty areas for our school are outlined below

Duty	Normal Location	Inclement Weather Location
A	Years 9-10 Courtyard	A3 – Year 9 Learning Common
B	Years 7-8 Courtyard	E3 – Year 7 Learning Common
C	Games and Greenzone	L3 - Year 8 Learning Common
D	Canteen Zone	Year 10 Learning Common/BC Corridors
E	Oval and Embankment	N/A (LYC - VCE Learning Common)
F	Stadium Court 1	Same
G	Stadium Court 2	Same
H	Library (Thu/Fri only)	Same
M	Roaming	Outside

MAP OF YARD DUTY AREAS



During Yard Duty, supervising school staff must:

- methodically move around the designated zone (as described below) ensuring active supervision of all students.
- remain in the designated area until they are replaced by a relieving staff member (1st half lunch)

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- *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*
- *ensure students remain in bounds.*
- *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 the UHS Student Management guidelines.*
- *ensure that students who require first aid assistance receive it as soon as practicable.*
- *log any incidents or near misses as appropriate on Daymap.*

If the supervising staff member needs to leave Yard Duty during the allocated time, they should contact the **‘Roaming’** duty teacher 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 call the **‘Roaming’** duty teacher or an Assistant Principal 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, they should first contact the Office 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, tours 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, tours 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

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

Upwey High School 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 Library or a Learning Common.

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 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

Where Year 12 students have a spare period, if this abuts the start or end of the day they may come in late or leave early. When the spare period falls during the school day they are to work in the Later Years Centre and not leave the school grounds.

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.
- Included in our staff handbook on Daymap
- Included as a reference on Skoolbag as required.
- Made available in hard copy from the General Office when requested.
- Available on our school website

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](#)

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POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Upwey High School's Yard Duty and supervision arrangements.