

Yard Duty and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Fitzroy High School on 03 9488 1900 or Fitzroy.HS@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 Fitzroy 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, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

After school

Fitzroy High School's grounds are supervised by school staff after school between 3.15pm and 3.30pm. School staff will supervise the entrance to the school and area at the back of the school. Outside of these hours, school staff will not be available to supervise students with exception of homework club and afterschool catch up's.

This information is provided to parents/carers on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.

The school will ensure that sufficient teachers are allocated by the Daily Organiser to supervise students during these periods. Should a teacher be called away to other duties alternate supervision arrangements will be put in place by the Daily Organiser.

Students who may wish to attend school outside of these times will not be actively supervised by staff unless they are attending a timetabled after school activity.

Yard duty

All staff at Fitzroy 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 Fitzroy High School, school staff will be designated a specific yard duty area to supervise OR a timetabled lunch time activity to lead.

Yard duty zones

The designated yard duty areas for our school as at Term 1 2023 are:

Zone	Area
Zone 1	Hardcourt
Zone 2	Gym
Zone 3	Outside back
Zone 4	Front of School and TDU (inside - ground floor)
Zone 5	Library and courtyard



Wurun Senior Campus Supervision Duty Areas and Specific Responsibilities

Duty Area:	Description of Duties
Entrance and lobby, playing field and bicycle store	<ul style="list-style-type: none"> ● Active supervision of the Entrance to the school, front landscaping area, playing field and bicycle store. ● Monitor and supervise the Queens Parade Street area, including the pedestrian crossing and ensure the area is safe for students ● Before School: Greet students (and parents or community members) as they enter the school ● After School: Farewell students, talk to parents outside on Falconer Street ● Ensure that the area is clean and tidy at the end of the supervision period
Gym Ground – Open at lunch	<ul style="list-style-type: none"> ● Active Supervision of students in the GYM 2 (Gym 1 is closed during recess and lunch) ● Organise sports for activities (where possible) ● Monitor the use and return of school sports equipment ● Ensure students do not eat food in the GYM and that any rubbish is put into bins. ● Ensure the GYM is clean and tidy at the end of the Supervision period
Canteen, Student Dining, Common Spaces on Level 1 & 2	<ul style="list-style-type: none"> ● Active Supervision of students in the canteen and student dining ● Ensure that students are complying with other school policies (eg: Devices and Mobile Phone Usage) ● Ensure that the area is clean and tidy at the end of the supervision period
Resource Centre, Common Spaces and Outdoor Terrace on Level 3.	<ul style="list-style-type: none"> ● Active Supervision of students in the canteen and student dining ● Ensure that students are complying with other school policies (eg: Devices and Mobile Phone Usage) ● Ensure that the area is clean and tidy at the end of the supervision period
After School Sessions	<ul style="list-style-type: none"> ● Active Supervision and Academic Support during organised clubs and activities ● Liaise with and support any external volunteers ● Ensure that students are complying with other school policies (eg: Devices and Mobile Phone Usage) ● Ensure that the area is clean and tidy at the end of the supervision period

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 school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 your school's [Student Engagement and Wellbeing](#) policy
- carry a mobile phone while on duty. You may not be able to leave an incident to get help.
- 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), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
- students do not leave the FHS 7-10 campus site school without explicit permission with the exception of Year 10 Early VCE students travelling to the Wurun Senior Campus at recess or lunchtime; or 10-12s travelling to VET.

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 but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/call the Daily Organiser and not leave the designated area until a replacement 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.

Year 10 students undertaking an Early VCE - travel between Fitzroy High School and Wurun Senior Campus

Identified Students undertaking an earlyVCE subject travel independently between the two campuses via bike or walking. Students are permitted to have their mobile phone with them during these travel times. They are required to sign in and out via the front office at both campuses.

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 Year Level Coordinator 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 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

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

Fitzroy 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 as needed in the library or spare classrooms.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities 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](#)

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
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on Compass/ school website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 2022
Approved by	Principal
Next scheduled review date	Before December 2024

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