



#### Help for non-English speakers

If you need help to understand the information in this policy please contact the College on (03) 5973 1000.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Somerville 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.

## POLICY

### Before and after school

Somerville Secondary College's grounds are supervised by school staff from 8.20 am until 3.15pm or 1.40pm on an early dismissal day. Outside of these hours, school staff will not be available to supervise students.

School grounds are supervised at the College bus stop, Yr 7/8 and Yr 9/10 locker bays before school from 8:20am to 8.35am. After school, staff supervise from 2:49pm to 3:15pm at the College bus stop only. Students on school grounds outside these times and in other areas of the school will **not** be supervised (unless they attending a before or after school program or supervised extracurricular activity – they must sign in to the activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a before or after school program, or a pre-arranged supervised activity (i.e. sport practice).



# Somerville Secondary College Yard Duty and Supervision Policy

## Yard duty

All staff at Somerville Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster. School staff are rostered on for yard duty before school, during recess, lunch and after school.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Somerville Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are outlined below:

Area	Location
Area 1	Canteen (inside) and courtyard.
Area 2	Front of school, playground area, Yr 7/8 locker bays
Area 3	Soccer pitch, basketball courts and the rear of RC
Roaming	Building 6, perimeter & yard
Gym	Gymnasium
Bus Bay	Bus Bay
Resource Centre	
7/8 Locker Bay – AM	
9/10 Locker Bay - AM	



School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff room.
- be familiar with the yard duty information pack containing student health and safety information.
- carry their mobile phone with them

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 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 at Administration (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 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 and/or EduSafe Plus

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 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.

If the supervising teacher 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 teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should call the office/daily organiser, and not leave the designated area until a relieving teacher 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 Sub school, Principal team and 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 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

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

Somerville Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site whether it is delivered virtually,

off-site, or by another school or instructor. In these cases, students will be supervised while undertaking virtual and remote learning while at school.

### Students participating in remote and virtual learning from home

In exceptional circumstances, students may participate in remote and virtual learning from home. While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual 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 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 and the creation of a Supervision/Excursion/Camp Plan.

### 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 may have a formal study session scheduled on their timetable. Teacher supervision and support will be provided for study sessions, and attendance will be recorded by the supervising teacher. Students are not permitted to leave school grounds during study 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:



# Somerville Secondary College Yard Duty and Supervision Policy

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Published and available on the school website
- Made available in hard copy from school administration upon request
- Notified via Compass newsfeeds.

## 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](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2024
Approved by	Principal
Next scheduled review date	August 2026 The mandatory minimum review cycle for this policy is 2 years.

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