



Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Maryborough Education Centre-5461 7900.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Maryborough Education Centre (MEC), 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.

Before and after school

MEC's grounds are supervised by school staff from

- 8:20am until 3:15pm in the 7-12 area
- 8:30am until 3:15pm in the P-6 area
- 8:40am until 3:10 in the Specialist area.
- The bus area is supervised by school staff from 8:20am until 8:50am and from 3:15pm to 3:50pm. Outside of these hours, school staff will not be available to supervise students. Before school, staff will supervise the Primary oval and the Secondary basketball court, Bet Bet and Amherst.

Students who may wish to attend school outside of these hours are encouraged to seek permission and report to the specified staff member organising the activity.

Parents/Carers will be advised through the MEC website and regular reminders in the MEC newsletter that they should not allow their children to attend Example School outside of these hours. Families will be encouraged to contact P-6 Assistant Principal on 54617900 or refer to the [MEC Website](#) for more information about the before and after school care facilities available to our school community.

When 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.

Students in Years 7 – 12 who wish to attend school outside of these hours are encouraged to sign in and out at the XUNO kiosk.

Yard duty

All staff at MEC are expected to assist with yard duty supervision and will be included in the roster.

The principal or alternative nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At MEC, school staff will be designated a specific yard duty area to supervise. Specialist staff are assigned support individuals or small groups of students within the Specialist and mainstream playgrounds depending on student care and safety requirements.

Wet Weather Plan

In the case of wet weather, the principal, or their nominee, will declare a wet weather timetable. There will be an announcement made before each break. When a wet weather timetable is declared, all students are expected to remain under cover. P-6 students will be supervised in their pod, Specialist students will be supervised in their rooms and communal spaces, and 7-12 students will have access to a supervised space in Alma, Percydale, Craigie, Library and Wareek. Yard duty staff will be reallocated as per the wet weather timetable.

Yard duty zones

The designated yard duty areas for our school.

Zone	Area
BusCra	Bus Duty – Craigie end
BusWar	Bus Duty – Wareek end
SAlma	Alma
SCourt	Secondary Basketball Court
SPercy	Percydale
LibGar	Library & Garden
SOval	Secondary Oval

SWarCan	Wareek & Canteen
POval & Basketball	Primary Oval & Basketball
PRath	Rathscar & Moonlight
PTree	Primary Tree area & Front Garden
Beckworth	Specialist Setting
P Gaga and Playground	Primary Gaga Pit and Playground
Oval and Basketball Court	Primary



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be allocated to each staff member with extras stored in each pod in the staff rooms.
- carry the yard duty first aid bag at all times during supervision (P-6 area). The yard duty first aid bag will be stored in the Moonlight staff room
- Be familiar with the yard duty information pack containing student health and safety information stored in the yard duty packs and displayed in each of the pod main staff rooms.

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

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 school staff must:

- methodically move around the designated zone
- ensure students remain in their designated year level zones
- 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 XUNO.

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 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 the relieving staff member does not arrive for yard duty, the staff member currently on duty should call the Daily Organiser 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. When students are asked to leave the classroom, they are to be directed to attend a previously arranged buddy room, or a quiet place supervised by a staff member.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Year Level Coordinator or Sub-school Leader 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 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.

Digital devices and virtual classroom

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

MEC 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 the middle of the pod.

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

- student attendance will be monitored daily
- 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.

Workplace learning programs – Years 10 - 12

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 – Years 7-12

Year 12 students only will have one study block of three sessions per week. This will be timetabled as a formal private study where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these 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:

- Included in staff induction processes
- On our school website
- 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/carers and students on supervision before and after school is 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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	30 th March 2022
Approved by	Education Policy
Next scheduled review date	This policy was last updated on 30 th March 2022 and is scheduled for review as part of the school's annual review cycle.

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

Signed:



Anita Ford
School Council President

Date: 4.4.2022