Collingwood College

Yard Duty and Supervision Policy

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Review By: Sam Luck



Help for non-English speakers
If you need help to understand the information in this policy, please contact the school office.
Phone: (03) 9417 6681
Email: collingwood.co@education.vic.gov.au

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Collingwood College, including education support staff, casual relief teachers and visiting teachers.

Policy Implementation

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.

Onsite Supervision

Before and after school

Collingwood College's grounds are supervised by school staff from 8.45 until 3.30pm. Outside of these hours, school staff will not be available to supervise students. In the afternoon staff are located near the key exits for students.

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Parents and carers should not allow their primary school-age children to attend Collingwood College outside of these hours. Families are encouraged to contact Team Kids 1300 035 000 information about the before and after school care facilities available to our school community.

If students are of secondary age (Secondary) and wish to attend school outside of these hours, they must sign in and out of the library (Homework Centre). Alternatively, in the hours between 3.25pm until 5.00pm students are requested to sign in with the front office or the appropriate teacher if participating in any other extracurricular activities.

If primary teachers are involved in providing any out of school hours extra curricula activities, permission will be sought from parents and or guardians and teachers will ensure that all students are signed in and signed out.

If 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)
- contact Victoria Police PH 000 and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

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

The principal or delegate is responsible for preparing and communicating the yard duty roster on a regular basis. At Collingwood College, school staff will be designated a specific yard duty area to supervise.

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School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff rooms with appropriate first aid bags. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

Collingwood College supervised yard areas

Refer to the grids below for supervised duty areas that inform the yard duty roster. Teachers can also find this information listed in DORG and on the Compass timetable.

Primary School	Before school 8.45-9.00	Recess 11.00-11.30	Lunch 1 1:30-1:45	Lunch 2 1:45-2:15	After school 3.15-3.30
A5: Undercroft/Vere St Gate					
A3: Side Garden					
A1: Front Oval and Canteen monitoring					
A2: Front Oval and Ground Floora and Toilet/Corridor (North)					
A8: Vere St Gate					

Secondary School	Before school 8.45-9.00	S-Recess 11:30-12:00	S-Lunch 1 1:15-1:45	S-Lunch 2 1:35-2:00	After school 3.15-3.30
Vere St Gate					
Canteen					
Undercroft					
Gym			1:25-1:50		
Rear Oval					
Mezzanine					
Third Floor NTH/STH Stairs			1:15-1:30	1:45-2:00	

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Collingwood Alternative School	Before school 8.45-9.00	S-Recess 10:20-10:30	S-Lunch 1 11:20-11:30	S-Lunch 2 12:20 – 1:10	After school 3.15-3.30
Open Space					
Gym					
Kitchen					

During yard duty, supervising staff must:

- methodically move around the designated zone move around the designated areas to monitor all parts of the 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 our Student Engagement and Wellbeing 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 with appropriate leaders, home group teachers.
- 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.

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 or relevant Assistant Principal. The staff member should not leave the designated area until the relieving staff member has arrived in the designated area.

If a staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/Assistant Principal. Again, the staff member should not leave the designated area until a replacement staff member has arrived.

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Classroom

The classroom teacher has ultimate responsibility for the supervision of all students in their care. This duty cannot be delegated to external education providers, parents or trainee teachers.

No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal or Assistant Principal **is to be contacted first** to alert them that the student is on their way. Withdrawal from the classroom is only to occur in accordance with the school's *Student Engagement and Wellbeing Policy*.

Staff must **not** leave the classroom unattended at any time during a lesson. If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the relevant staff person for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom. It is **not** appropriate to leave students in the care of ancillary staff, parents or trainee teachers (At law, the Duty of Care cannot be delegated).

It is **not** appropriate to leave students in the care of external education providers for example incursions (At law, the duty of care cannot be delegated).

In **an emergency situation** use the phone for the Principal or Assistant Principal or contact the teacher in the next room. (If appropriate – send another student for assistance).

Movement of Students

Care needs to be taken in allowing students to leave the room to work in other areas of the school. Use of students as monitors outside the room during class time must only occur with the approval of the Principal or Assistant Principal. Discretion is to be used when allowing students to visit the toilet or the Resource Centre during class time.

Late Arrival or Early Departure

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The principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

In relation to early departure from school:

- Students will be only permitted to leave the school premises under the supervision of a parent, or another person authorised by parents to collect the student
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity

Digital Devices and Virtual Classroom

Collingwood College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.
Collingwood College 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 while at school in a common area].
While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored twice 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.

Incursions

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Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class. Visitors, speakers and instructors should not be responsible for supervising students on the school premises.

Custody Arrangements

Schools are often confronted with issues relating to custody of students. While such issues are often emotionally charged, Collingwood College will manage custody related issues in accordance with the law. The school has clear and responsible processes for managing custody related issues at a school level, and clearly articulates processes relating to the management of custody issues to parents. These include:

- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates or similar that proves a student's name and birth date.
- The school will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document that details a name change, or by written consent of both parents/guardians.
- Any custody issues are to be declared and supported by legal documentation – which will be photocopied and retained on the student's individual file.
- The principal will be responsible for ensuring that the school complies with all Family Court Orders or similar legal documents relating to custody.
- The principal or nominee may consult with DET's legal advice team in regard to Family Court orders.
- The school will assume a default position that both parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Both parents will have access to school reports, newsletters, parent interviews, and their children at school unless court orders or similar legal documents dictate otherwise.
- Parents or guardians who claim custody restrictions but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have restricted access to students, and whose presence at school or requests for information etc are in breach of court orders or similar legal documents will be directed immediately to the principal.

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- The police will be contacted immediately if any person refuses to comply with the principal's lawful instructions, or to obey court orders or similar.

Inclement Weather

As part of the usual yard duty timetable process, an inclement weather timetable will be activated by the Principal/Assistant Principals when conditions outside are considered to be unsuitable for students and staff. Inclement weather is generally defined as extreme heat, rain, lightning, dust, wind, cold or any other condition that is considered by the Principal/Assistant Principals to be unsuitable.

In the event of inclement weather, the school will implement the following:

- Where inclement weather is obvious prior to children being dismissed for a recess or lunch break, an announcement will be made by the Principal/Assistant Principals advising class teachers to follow the inclement weather time-table until further notice
- Designate teachers who will supervise a number of grades (as previously agreed to by the teachers concerned), for an agreed time during the recess or lunch break.
- Teachers, other than classroom teachers, will similarly share supervision of the classes and other areas (as determined)
- All children will be confined to classrooms unless permission has been granted by a teacher to leave temporarily, e.g. toilet break
- Children will be expected to walk indoors/under cover at all times and undertake appropriate indoor games and activities
- In the case of unpredicted inclement weather occurring during a recess break, a yard duty teacher will activate the inclement weather timetable
- In the event of children being required to come inside the school buildings, yard duty teachers will supervise the return to classes briefly while designated teachers make their way to the classrooms, or other areas, that they are required to supervise
- All staff and students are required to wear broad-brimmed hats from mid August through to the end of April consistent with the school's Sunsmart policy
- Excursions, camps, scheduled sport, physical education or other outside activities may need to be reorganised or rescheduled should inclement

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weather occur or be predicted.

Offsite Supervision

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.

Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved. (Please see *Camps and Excursions Policy* for more information)

Workplace Learning Environments

\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 students 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:

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- Available publicly on our school's website and through the COMPASS communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Included in transition and enrolment packs
- Referenced regularly in the 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 at the beginning of each term in our school newsletter.

Further Information and Resources

Related School Policies/Documents:

- Child Safe Code of Conduct and Statement of Commitment
- Child Safety and Wellbeing Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures
- Duty of Care Policy
- Statement of Values and School Philosophy
- Student Engagement and Wellbeing Policy

The following Department of Education and Training policies and guidance are relevant to this policy:

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

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This policy will be reviewed every 2 years and will also be updated if significant changes are made to school grounds that require a revision of the college's yard duty and supervision arrangements.

Policy last reviewed	MAY 2023
Approved by	Principal
Next scheduled review date	February 2024

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