



# **Williamstown High School**

## **Yard Duty Supervision Policy**

## Yard Duty Supervision Policy

<b>Review cycle</b>	Biennial
<b>Department of Education and Training DET requirement for local policy</b>	Mandatory
<b>Source of requirement</b>	
<b>Consultation requirement</b>	School Council Principal
<b>Approval requirements</b>	Principal
<b>Developed/Approved</b>	06/08/2024
<b>Due for review</b>	01/06/2026

### **Contents**

1. Rationale .....	Page 3
2. Purpose .....	Page 3
3. Implementation .....	Pages 3 - 4
4. Specific procedures .....	Pages 4 - 8
5. Evaluation and Review .....	Page 8
6. Definitions and References .....	Page 8
7. Consultative process .....	Page 8

## 1. Rationale

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

## 2. Purpose

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

## 3. 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.

### **Before and after school**

Williamstown High School grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

#### ***Before school yard duty:***

- The area for roving is the entire school (applicable at each respective campus); however the emphasis should be on the locker areas.
- Teachers on this duty are to move around the school grounds and monitor student behaviour.
- Actively encourage students to move to class as efficiently as possible.

#### ***Afterschool Bayview Campus:***

- This area is defined as the bus stop on Bayview St opposite the gym or
- Please ensure students are not standing on the road while waiting for buses.
- Ensure that students board the bus in an orderly fashion.

#### ***Afterschool Train Duty Pasco Campus:***

- Ensure students are crossing the roads to the train station appropriately.
- Ensure students are waiting appropriately for the train in the designated area.
- If any student or group of students are behaving inappropriately please remind them of the expected behaviour. Please document on the SMT in a timely manner.

- Please ensure you have a mobile phone with you and contact the office or Assistant Principal if immediate assistance is required.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office and the Compass Kiosk or have parental permission for extra-curricular activities.

## Yard duty

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

The Campus Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Williamstown High School, school staff will be designated a specific yard duty area to supervise.

## 4. Specific procedures

### Yard duty

#### Bayview Campus

The designated yard duty areas for the Bayview Campus (as at Term 3, 2024) are:

EVENT	AREA	TIME/S	DUTY DURATION in minutes
Before school	Student entry	8.30-8.50 am	20
Recess	North Canteen/courts B wing Atrium Library Wetland Oval	10.26-10.52 am	26
	A/B wing-toilets	10.35-10.47 am	12
	North Canteen/courts B wing Atrium Wetland	12.40-1.04 pm	24
Lunch - first	North-lockers B wing-lockers	12.40-12.50 pm	10
	Synthetic A/B wing-toilets	12.45-12.57 pm	12
	North Courts B wing Atrium Wetland Oval	1.04-1.28 pm	24
Lunch-second	A/B wing-toilets	1.10-1.22 pm	12
	Roving	1.10-1.22 pm	12
	B wing-lockers	1.18-1.28 pm	10
After school	Student exit	3.04-3.20 pm	16

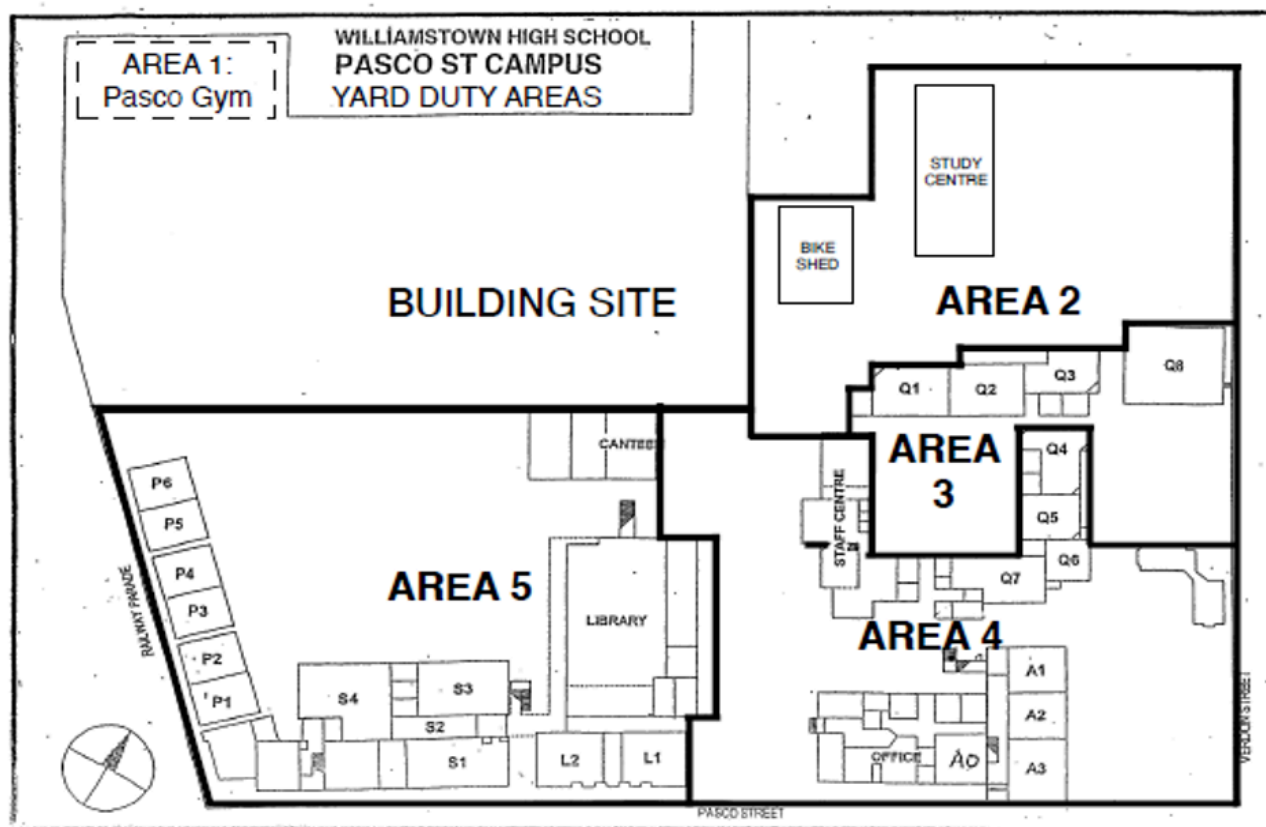
KEY: B = B wing, A = Atrium, L = Library



## Pasco Campus

The designated yard duty areas for the Pasco Campus (as at Term 3, 2023) are

B: Before School	R: Recess	L1: Lunch 1	L2: Lunch 2	A: After School
8:30 – 8:50	10:26 – 10:52	12:40 – 1:04	1:04 – 1:28	3:04 – 3:20
Roving	Area 1 Area 2 Area 3 Area 4 Area 5 Canteen Library	Area 1 Area 2 Area 3 Area 4 Area 5 Canteen Library	Area 1 Area 2 Area 3 Area 4 Area 5 Library	Train



## **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in 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 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 on compass during school operating hours
- 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

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 or front office 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 front office 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 student is asked to leave the classroom, staff will follow guidelines in the Student Engagement and Wellbeing Policy and ensure they follow the school's disciplinary procedures.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Front 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 requirement in the Department of Education and Training Excursions Policy.

## **Digital devices and virtual classroom**

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

Williamstown 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 allocated learning areas.

## **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 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**

Senior students in Year 12 (and where applicable Year 11) may have study sessions during period 3 and 4. This will be timetabled as a formal 'study session' where teacher supervision and support will be provided in the Study Centre, 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.

## **5. Evaluation and Review**

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

## **6. Definitions and References**

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](#)

## **7. Consultative process**

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- School Website

Information for parents and students on supervision before and after school is available on our school website.