

Edenhope College

On-Site Supervision and Yard Duty Policy and Procedures

Rationale

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for ensuring supervision arrangements are made and administered as are necessary according to the circumstances in the school. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

Implementation

Supervision before and after school

- The school will provide staff supervision for students arriving before school between 8:35am and 8:50am.
- The before and after school supervision times will be communicated to parents at the beginning of every school year via the newsletter and web site.
- The school will provide staff supervision for students 15 mins after dismissal time at the end of the day and until the last bus departs. Scheduled after-school activities will be supervised by the assigned staff. Students will be supervised until they depart the school from these activities in the arranged manner. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

School buses

- The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:
 - the number of students alighting from and boarding the bus at the school
 - the age of students alighting from or boarding the bus
 - the times of the arrival and departure of the bus(es)
 - the location of the pick-up and drop-off points in relation to the other areas of the school
 - the details of the Edenhope College Bus Policy.

Supervision at recesses and lunch time – Yard Duty

- Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard. Students and staff will be informed of yard duty areas/boundaries, out of grounds/not permitted areas and any changes to these. Students may receive consequences for being in out of bounds/not permitted areas or for refusing to follow the directions of the duty teachers.
- Teachers must remain aware that greater measures may need to be taken for younger students or students with disabilities. The teacher is legally obliged to protect a student from reasonably foreseeable harm or to assist an injured student.
- Teachers must remain aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.

The total amount of yard duty, in minutes, is determined by DET. Staff will be assigned yard duty in line with the (current) *Victorian Government Schools Agreement* conditions. In some circumstances, some teachers are required to take extra duty. Teaching allotments, extra duties etc, are taken into account when allocating extra yard duty, so that the workload is equitable amongst staff.

Yard Duty sessions are as follows:

Morning	08:35am – 08:55am
Recess	10:42am – 11:02am
Lunch 1	12:46pm – 01:11pm
Lunch 2	01:11pm – 01:36pm
Bus Duty	03:20pm – 3.30pm and final Bus departure

Teachers are assigned to yard duty as detailed on the Daily Bulletin and Extras Sheet. The symbol ‘S’ indicates supervision in the secondary area; P’ indicates supervision in the Primary area; ‘S/P’ indicates a roving supervision moving across both Secondary and Primary area. Duty teachers should liaise with other each other regarding yard duty issues as needed. Duty teachers should take the First Aid ‘bum bag’ with them on duty. The Secondary bag is located in the staffroom near the wall phone and the Primary bag is located outside the Junior School Leaders office in the Primary building. For the split lunch 1/2 sessions teachers must not leave their assigned duty area until the session 2 teacher arrives. If that teacher fails to arrive, a student should be sent to the office to notify that a replacement duty teacher is required. The Daily Organiser and Principal must be informed at a later time if a teacher fails to turn up for their required duty.

Primary Supervision

Students should eat their lunch in the ‘mini-barn’ (or in classrooms as appropriate) under the supervision of the teacher on duty for the first 10 minutes of lunch. Class teachers will dismiss the students for lunch time play by 1.00pm. Yard duty is an active supervision and teachers should supervise the Primary area by walking around all areas, paying particular attention to student presence and activity. The duty teacher may request students to clean up areas where there is rubbish at any time.

Secondary Supervision

Students are required to have lunch in the ‘Big Barn’ under the supervision of the Lunch 1 duty teacher. They will be dismissed at 12.55pm after the area is deemed clean. Yard duty is an active supervision and teachers should supervise the Secondary area by walking around all areas, paying particular attention to student presence and activity. The duty teacher may request students to clean up areas where there is rubbish at any time.

Year 12 students

Year 12 students are permitted to eat lunch in their assigned areas in the Year 12 Room.

Wet Day or Other Weather Event that Impacts Significantly on Student Comfort or Safety

In the Primary area two Primary classrooms will be allocated where Primary teachers are rostered on to supervise students. Year 5 and Year 6 students will be sent to the ‘Big Barn’ in the Secondary area for supervision by the Secondary duty teacher. In the Secondary area, rooms will be allocated for students to shelter – usually the Centre. Additional supervision may be required on these days and the Principal and Daily Organiser will ensure staff are rostered accordingly.

Unauthorised student departure from school

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
- Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will also be made with the police and the Department’s Security Services Unit, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

- Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Office and completed for all students departing the school early. Details will include the student’s name, year level, the time of departure and the name of the person collecting the student.
- Students can only be collected by a responsible person 16 years and over and deemed an appropriate supervisor of the child by the parent/guardian through the Emergency contacts permission or informed contact by and to the school.
- No students will be sent home on their own outside of normal dismissal time.

Arrangements for students not collected after school

- Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.35pm (excluding approved bus travellers); will be directed to the office waiting area.
- If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student. The student will continue to be supervised at school until a safe and satisfactory arrangement is made.

Arrangements for student supervision on school camps and excursions

- The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.

Basis for discretion: The basis for discretion in implementing this policy lies with the Principal and in accordance with changing circumstances.

Reviewed: 17 September 2020