



YARD DUTY & SUPERVISION

POLICY

PURPOSE

The purpose of this policy is to explain to staff Mortlake College's yard duty procedures and expectations for the appropriate supervision of students. 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 is also plays a vital role in helping schools to discharge their duty of care to students.

OBJECTIVE

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

SCOPE

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.

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

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Mortlake College's grounds are supervised by school staff from 8.40am until 3.35pm. Outside of these hours, school staff will not be available to supervise students. [NOTE: Mortlake College will regularly inform parents/carers of the precise times during which the school's grounds will be monitored (e.g. in the school newsletter each term)].

Before and after school, school staff will supervise the rear (Tea Tree Lake) & front (Bus &, Activity Centre & Front parking areas) access.

Parents and carers should not allow their children to attend Mortlake College outside of these hours.

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

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

Yard duty

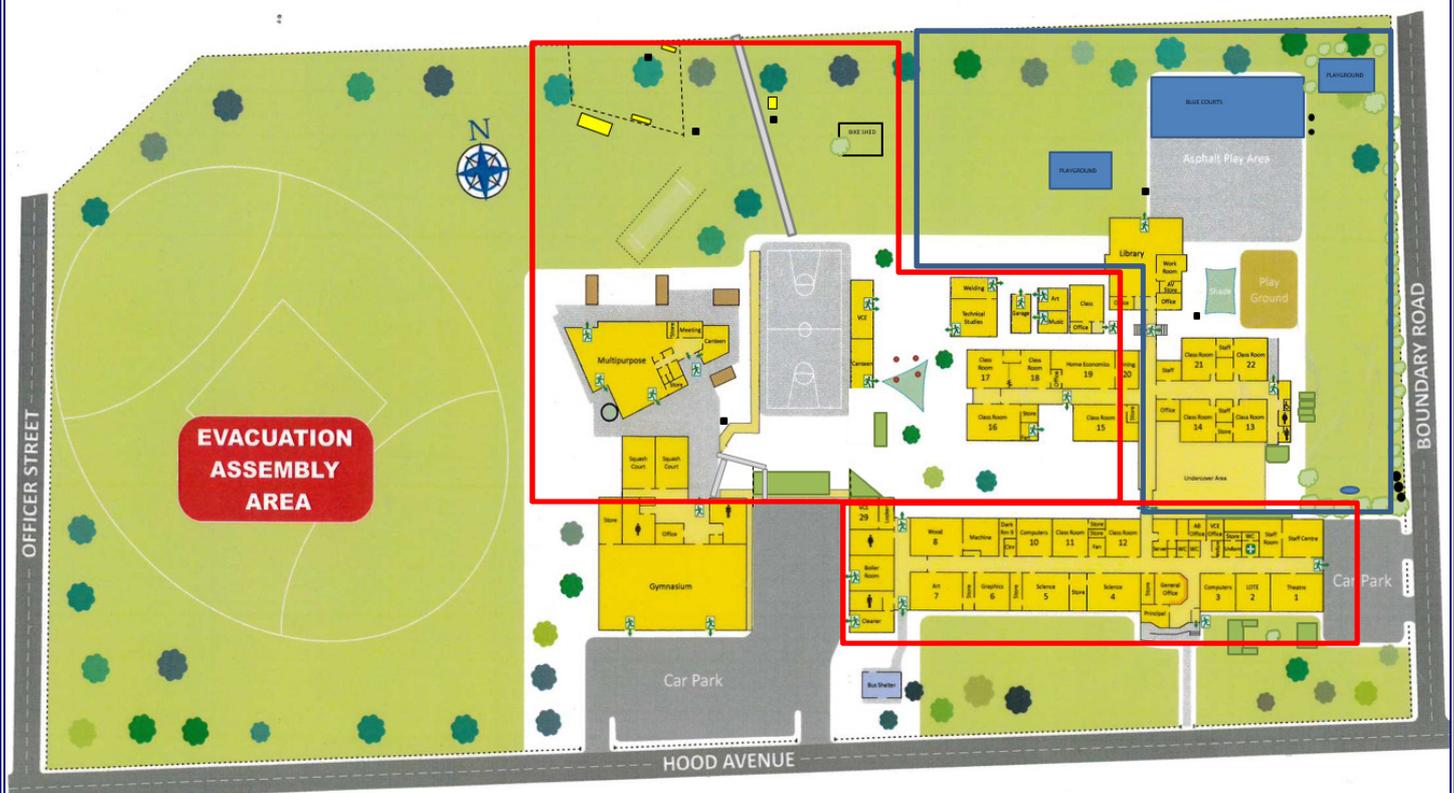
Teaching staff at Mortlake College are expected to carry out yard duty supervision and will be included on the daily bulletin roster.

The Assistant Principal is responsible for negotiating specific duty times or days with individual staff members and preparing and communicating the yard duty roster on a regular basis.

At Mortlake College, school staff will be designated a specific yard duty area to supervise.

The Mortlake College yard has been divided into 2 zones for yard duty.

- A. (BLUE OUTLINE) The area where most primary students congregate eg. The playground equipment, the eastern end of the school and the area north of the school buildings and the basketball court, but including the undercover area between the staff room and the Primary 1-4 classroom building. The corridor and rooms on the northern side of the building.
- B. (RED OUTLINE) The areas where most secondary students congregate, in particular the basketball court at the back of the canteen but also the Activity Centre and the corridor and rooms on the southern side of the building. In the winter months it is essential that regular checks be made of 'lunch rooms'.



- School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the F-4 Office and the Staff room
- Yard duty staff members will be provided with a bag containing basic first aid supplies, pad and pencil, and take their own mobile phone or a school phone for emergency use. The yard duty bags will be stored in the F-4 Office and the Staff room
- Staff must wear hats and sun block in Terms 1 & 4 in line with the schools "sunsmart" policy.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- It is a legal requirement that teachers be rostered on for duty during the time allocated. However, this does not mean that you can prevent all accidents, fights or mishaps from happening. A court of law will recognise that you cannot be in all places at one time, but as a minimum will expect you to act "in loco

parentis” – in place of a good parent. That is, a definite attempt must be able to be demonstrated that the “duty of care” was actually being carried out. It is essential that staff on duty commence that duty as soon as is practicable after the bell or changeover time.

During yard duty, supervising school staff must:

- methodically move around the designated 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 the school’s Student Engagement policy
- If an ‘intruder’ is seen in the school grounds staff on duty use their discretion as to whether they approach the person or seek assistance from the principal.
- ensure that students who require first aid assistance receive it as soon as practicable
- Level 2 first aid trained office staff will be responsible for supervision of the first aid room during recess and lunch times
- log any incidents or near misses as appropriate in the Restorative Records folder.
- All teachers on duty have a responsibility to direct students to pick up litter.
- Activity Centre: only students in suitable sports clothing are to use the court area and squash courts. If students are upstairs they should be watching sports matches on the court area, playing table tennis, or doing weights (permission required from PE staff)
- Enforcement of the schools sun smart policy: where all students (&staff) are expected to wear a hat outside at recess and lunchtime in Terms 1 & 4. Students without hats are to be directed to the shade area outside the canteen (or outside the staffroom for P-6 students)
- Students are not to eat in the corridors or classrooms with the exception of ‘designated lunch rooms’. All teachers are asked to strictly enforce this policy.

When being relieved of their yard duty shift by another staff member, 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 Assistant Principal or 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 Assistant Principal 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 not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

In addition, the area at the NW exit and front entrance will be supervised at the end of each day.

Inclement Weather Procedures

If there is a period of extended rain, hail, severe heat, wind or cold, the inclement weather procedures can be brought into operation.

- The teacher on Zone A duty will usually announce that inclement weather procedures are in operation.
- Primary students are to return to their classrooms

- Secondary students (8-10) should use their designated lunch room
- VCE students use the VCE room

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 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. 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Evaluation:

To be reviewed as part of the school's three year review process policy or it will also be updated if significant changes are made to school grounds that require a revision of Mortlake College's Yard Duty and Supervision Policy.

This policy was last ratified by School Council on....

September 2018