

# Supervision Policy

*Including classroom, yard duty and camps/excursion supervision*

## 1.0 Background

Adequate supervision of students in the school (including classrooms and yard) is a requirement of the school's duty of care.

DET requires Principals to:

- Arrange for student supervision according to school needs.
- Ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

Note: School authorities in breach of their duty of care may be liable for injuries to students.

## 2.0 Purpose

The purpose of this policy is to ensure that school staff understand their supervision and yard duty responsibilities.

This policy communicates Melton Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary 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 also plays a vital role in helping schools to discharge their duty of care to students.

## 3.0 Guiding Principles

In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazard that:

- Are known.
- Could have been foreseen and prevented.

Note: *This duty extends to intervention in single sex areas by a teacher of the other gender, if required.*

- School supervision is provided for a minimum of 10 minutes before and after school.
- Parents/guardians are regularly informed about supervision available before and after school
- Sufficient teachers are available to supervise students in the yard during break times and before and after school.
- Teachers scheduled for yard duty supervision are not called away for other duties without alternate supervision being arranged.

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 Melton Secondary 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.

## 4.0 Implementation

Supervision of students is the responsibility of all staff.

### Supervision in the classroom

- The classroom teacher is responsible for the supervision of all students in their care during class time.

- Refer to the Student Wellbeing and Engagement policy for more information on protocols to manage student behaviour in the classrooms.
- If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the sub-school for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### **Supervision in the yard**

- A roster system will be used to timetable staff members for yard supervision that clearly states designated locations (See Appendix A) and specific times that staff are expected to attend for yard duty.
- A member to the Executive Leadership Team will be responsible for preparing and communicating the roster.
- Yard supervision will include before school, recess, lunch breaks, and after school.
- A first aid trained staff member/s will be on-hand to attend the first aid room during yard times if required.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments, excursions etc. are required to alert the Daily Organiser with adequate advance notice for a replacement to be found.
- Parents will be informed that staff members are not rostered to take yard duty before 8.40am (under a non-staggered timetable) or 8.30am (under a staggered timetable). Parents are discouraged from sending their children to school before this time.
- Parents will also be informed that staff members will not be rostered to undertake yard supervision after 3.40 pm on Monday, Tuesday, Thursday, and Friday; and 2.50pm on Wednesday. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising staff member and parents contacted.

### **During yard duty, supervising school staff must:**

- Carry a walkie-talkie unit with them for their yard duty, to communicate quickly with other staff members on yard duty and the front office in the event that additional staff are required in the yard.
- Wear a high visibility vest.
- Carry a whistle, to use to signal to students 5 minutes before the bell is going to go for class; or to get students' attention for another reason if/when needed during break time.
- Remain in the designated area until they are replaced by a relieving teacher/students attend class/students leave the school grounds for the day.
  - If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member if any issues occurred during the first shift.
  - If the next duty teacher does not arrive for yard duty, the teacher currently on duty should use the walkie-talkie to notify the office for a replacement to be found, and not leave the designated area until a relieving teacher has arrived.
  - If the supervising teacher 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 teacher has arrived in the designated area.
- 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 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 using Compass Chronicle.

- Approach unknown people in the yard to enquire about their presence on school grounds, or alternatively use the walkie-talkie provided to seek assistance from a member of the Executive Leadership Team.

### **Supervision during school activities, camps and excursions**

- The principal and Executive 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.
- Refer to the Camps and Excursions policy for more information on protocols to supervise students on camps and excursions.

### **5.0 Evaluation and Review**

This policy will be reviewed in four years. This policy will also be updated if significant changes are made to school grounds that require a revision of Melton Secondary College’s Yard Duty and Supervision Policy.

### **6.0 References**

The Department’s Policy and Advisory Library:

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

Melton Secondary College policies

- Student Wellbeing and Engagement Policy
- Camps and Excursions Policy

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Appendix A – yard duty map of June 2020

