



## YARD DUTY POLICY

UPDATED JUNE 2021

### PURPOSE

The purpose of this policy is to explain to staff Elwood 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.

### 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 Elwood 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**

Elwood College 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.

Before and after school the front and the back of the school are the only areas that are supervised. Supervision begins at 8:40am and concludes at 3:35pm

#### **Yard duty**

All staff at Elwood College are expected to assist with yard duty supervision and will be included in the timetable.

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

The designated yard duty areas are as follows:

Code	Area	Time allocation
FOS	Front of School	AM: 8:45am – 9am PM: 3:20pm – 3:35pm
BOS	Back of School	AM: 8:45am – 9am PM: 3:20pm – 3:35pm
HSP	Hockey/Soccer Pitch	Recess: 10:24am – 10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
ATR	Atrium	As above
GSM	Goldsmith street/Hardcourts	As above
STC	Science Technology Courtyard	As above
ECB	Elwood College Building (modular)	As above
CAN	Canteen/Breezeway	As above
MBG	Main Building 1st and 2nd floors	As above

#### **WET WEATHER/EXTREME HEAT DUTIES**

When a wet weather or Extreme Heat yard duty is announced, please move to these areas to supervise students

Code	Original Area	Replacement	Student groups
FOS	Front of School	2 <sup>nd</sup> floor – checking uniform	
BOS	Back of School	1 <sup>st</sup> floor – checking uniform	
HSP	Hockey/Soccer Pitch	Gym	Any year level
ATR	Atrium	Atrium	Year 11&12
GSM	Goldsmith street/Hardcourts	Gym	Any year level
STC	Science Technology Courtyard	Science Technology	
ECB	Elwood College Building (modular)	Modular Building	1 <sup>st</sup> floor – Year 7&8 VCE Centre – 11&12
CAN	Canteen/Breezeway	Atrium/Canteen	
MBG	Main Building 1st and 2nd floors	1 <sup>st</sup> and 2 <sup>nd</sup> floors With assistance from coordinators	2 <sup>nd</sup> floor – Year 9&10

#### **Expectations**

Teachers are expected to model punctuality for their classes, meetings and yard duty sessions. Unsupervised students often create disciplinary problems, so to be late is to be unfair to your fellow teachers. Teachers on yard duty must do a hand over to new staff replacing them at both recess and lunch times.

Teachers with an afterschool yard duty may arrive 10 minutes late for scheduled meetings to ensure they meet their supervision obligations.

### **Anaphylaxis Communication Plan**

1. Yard Duty bags include information for teachers; identifying students with anaphylaxis and cards outlining procedures for responding to an anaphylactic incident.
2. Volunteers and Casual Relief Teachers will be made aware of the anaphylaxis response procedures and shown the board in the staffroom.
3. Actions plans for students are located in the staffroom, alongside auto-injectors for individual students.
4. First Aid kits for use in and out of school will contain spare auto-injectors.
5. Staff will be given regular briefings on procedures for responding to an anaphylactic reaction, and advised of updates to students' Individual Management Plans as required.

### **Front of School (FOS)**

<b>Times</b>	Before school: 8:45am-9am After school: 3:20pm-3:35pm
<b>Location</b>	Glen Huntly Road
<b>Duty</b>	Supervision of students arriving and leaving appropriately. Staff are expected to ensure that students are arriving and leaving the school wearing the correct school uniform in a neat and tidy manner. Please see uniform policy if you are unsure of this.

### **Back of School (BOS)**

<b>Times</b>	Before school: 8:45am-9am After school: 3:20pm-3:35pm
<b>Location</b>	Carpark area/Shelley Street gate
<b>Duty</b>	Supervision of students arriving and leaving appropriately. Staff are expected to ensure that students are arriving and leaving the school wearing the correct school uniform in a neat and tidy manner. Please see uniform policy if you are unsure of this.

### **Hockey/Soccer Pitch (HSP)**

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Sports field, boundary of Shelley street, carpark, back of main building
<b>Duty</b>	Ensure students have correct shoes on the hockey pitch, no food permitted or chewing gum. Supervise that no students are out of bounds or in the carpark. Roam the sports field and the area across the back of the main building from the basketball court across the carpark and grassed area parallel to the carpark. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm.

	Once all students are moving off to class, you may move with them.
--	--

### Atrium (ATR)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Ground floor of the main building
<b>Duty</b>	Roam the Atrium area supervising that students are not eating. Only Year 11 and 12 students in the Atrium at recess and lunch. Please keep three students behind at the end of lunch and recess to help clear any food or rubbish from the tables outside the food room and canteen. These students can help put the chairs and tables back in a neat and orderly fashion. Students should not be in the classroom areas. Please clear students from here. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

### Goldsmith Street/Hardcourts (GSM)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Goldsmith street boundary and hardcourts
<b>Duty</b>	Roaming up and down the boundary of Goldsmith street. Clearing students from out of bounds area. Ensuring all students on hardcourts are safe and no students are leaving the school grounds out the side gate. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

### Elwood College Building (Modular) (EC)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	New modular building, ground, first and second floors
<b>Duty</b>	Supervise that no students are in classrooms. Roam the area up the canal and around the portables. Moving students away from the out of bounds area. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

### Science Technology Centre (STC)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Science and Technology courtyard
<b>Duty</b>	Students are cleared from the Science Technology Centre and doors are locked. Supervise the courtyard area and across the front of the school. Move students away from the out of bounds area. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

### Canteen and Breezeway (CAN)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Canteen and Breezeway
<b>Duty</b>	Students are lined up in an orderly fashion at the canteen. Supervise the students around the tables, through the breezeway and in the down ball area ensuring rubbish is put in the bins and sports being played are of an appropriate and safe manner. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

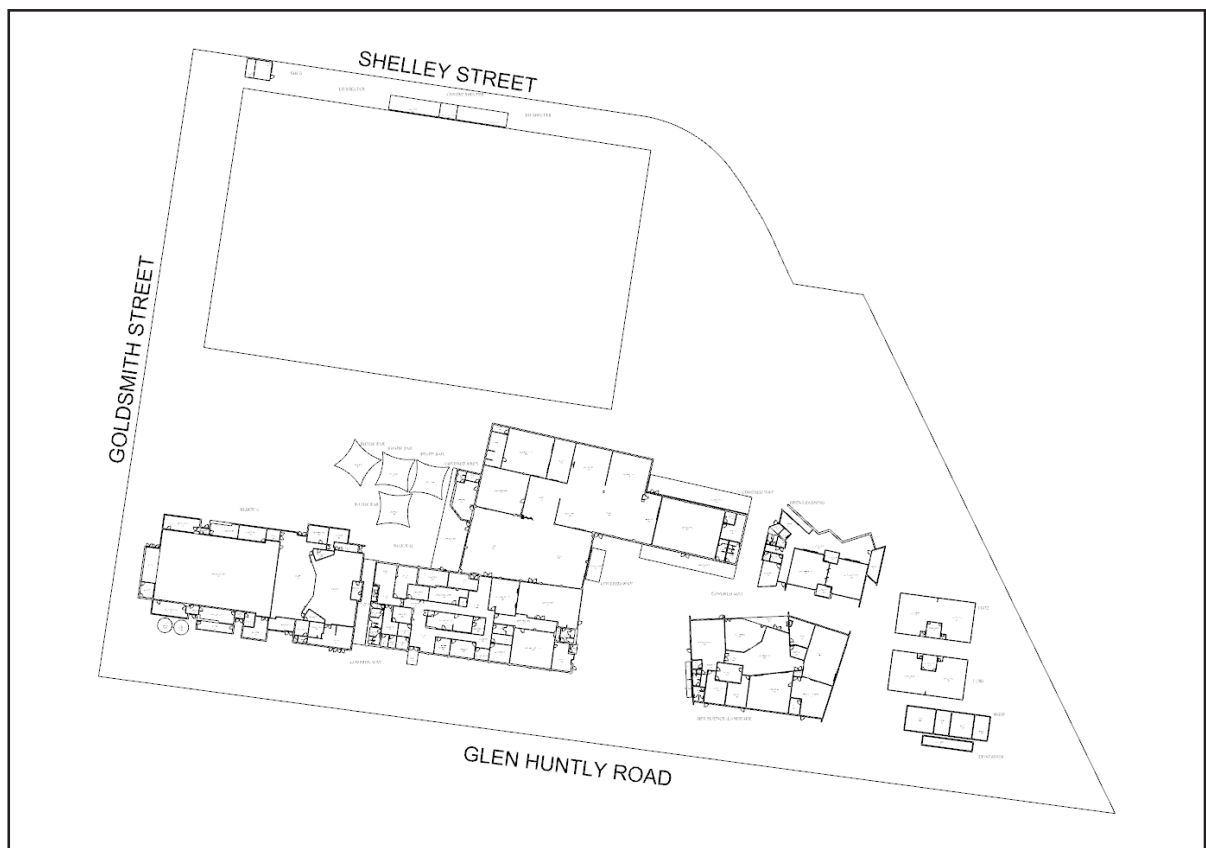
### Main Building (MBG)

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Main building 1 <sup>st</sup> and 2 floor
<b>Duty</b>	Roam the first and second floors of the main building ensuring that all students are outside at lunch and recess unless wet weather timetable has been called. Clear students from classrooms. Remind students not to eat until they are outside. In the case of wet weather, Year 7 & 8 will be allocated the first floor, Year 9 & 10 the second floor and Coordinators will be asked to help with supervision of students. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

## GYM – Wet weather only

<b>Times</b>	Recess: 10:24am-10:54am L1: 1:22pm-1:51pm L2: 1:51pm-2:06pm
<b>Location</b>	Gym
<b>Duty</b>	No food to be eaten in the gym. No sports equipment is to be given out from the Sports store room. Students may bring in their own sports equipment. Ensure you are supervising that any Sport being played is safe in regards to all students in the GYM. Please keep three students behind at the end of lunch and recess to help clear any food or rubbish. Set a siren that will go off when there is five minutes before the end of the recess or lunch. Students know that this signals that they must start moving to class. If rostered on for recess, ensure students are moving to class at 10:49am. If on lunch duty 2, ensure that students are moving off to class at 2:01pm. Once all students are moving off to class, you may move with them.

## MAP



School staff must wear a provided hi-vis vest whilst on yard duty. Hi-vis vests will be provided to each staff member

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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
- 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 teacher 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 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.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Daily Organiser or the Front Office and 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.

## 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 the Daily Organiser 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.

## FURTHER INFORMATION AND RESOURCES

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

## REVIEW CYCLE

This policy was last updated on June the 17<sup>th</sup> 2021 and is scheduled for review on June 17<sup>th</sup> 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Elwood College Yard Duty and Supervision Policy.