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**DANDENONG HIGH SCHOOL**

**YARD DUTY AND SUPERVISION POLICY**

**Purpose**

The purpose of this policy is to explain to staff Dandenong High School’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 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 Dandenong High School, 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**

Dandenong High School’s grounds are supervised by school staff from 8.40am until 3.40pm. Outside of these hours, school staff will not be available to supervise students.

Supervision will be provided at the front of school entrance (off Princes Highway), at Herbert St Crossing, House Buildings and Library. Students will also be supervised at Homework Club in Jacaranda (Monday & Thursday 3.30-5.00pm)

### **Yard duty**

[All staff] at Dandenong High School are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Dandenong High School, school staff will be designated a specific yard duty areas for each duty.

The designated yard duty areas for our school are as follows

|  |  |
| --- | --- |
| AM | Front of School/gates/bikes/R block |
|  | Herbert Street Crossing |
| Recess, Lunch 1 & Lunch 2 | Canteen Ramp 1 |
|  | Canteen Ramp 2 |
|  | Corridor-L/A Block (Upstairs/Downstairs) |
|  | Front Garden/Behind Canteen |
|  | Front of school/gates/R Block |
|  | Herbert Street Crossing |
|  | James Street Gate |
|  | Melaleuca 1 |
|  | Melaleuca 2 |
|  | Melaleuca 3 |
|  | Melaleuca 4 |
|  | Melaleuca 5 |
|  | Outdoor Setting Area rear of Darwinia |
|  | Piazza 1 Central Space |
|  | Piazza 2 Central Space |
|  | Zone around Banksia and the Lib/toilets |
|  | Zone around Callistemon and Darwinia |
|  | Zone around Eucalyptus and Fern |
|  | Zone around Grevillia and Hakea |
| PM | Ann St/Herbert St Buses |
|  | Front of School/gates/bikes/R block |

Each staff member will be issued with a hi-vis vest and must wear a provided safety/ hi-vis vest whilst on yard duty.

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 to ensure their preference for the duration of the duty and remain within line of sight to at least one yard duty teacher at a time.
* 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 Chronicle including details of the incident and any students who are involved or witnessed the incident

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 shouldcontact arrange a swap with another staff member 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 their House Leader 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 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 and should ensure that student conduct and behaviour aligns with school expectations. Staff should outline the expectations for student behaviour and conduct regularly to the class, including not leaving the classroom with teacher permission with a signed note in their diary.

Where a student does not comply with these expectations, the teacher should implement actions in line with the Student Engagement Guidelines and document the matter on Compass Chronicle including details of the incident and any students who are involved or witnessed the incident.

A teacher is not to leave a class or student unsupervised at any time during their class. If he or she requires assistance, they should contact their House Office. Students needing to leave the class, must have a signed diary stating the time and the location they are attending (i.e- sick bay).

### **School activities, camps and excursions**

The principal, leadership team and staff 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](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)
  + [Duty of Care](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx)
  + [Child Safe Standards](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx)
  + [Visitors in Schools](http://www.education.vic.gov.au/school/principals/spag/safety/Pages/visitorsinschool.aspx)

**Evaluation: This policy will be reviewed as part of the school’s annual review cycle.**

**School Council Endorsement Date: 21st May 2019**