

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office.

PURPOSE

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

SCOPE

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

POLICY

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.

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 and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Dandenong High School 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.

Before and after school areas that are supervised include the front entrance to the school (main pedestrian gates of Princes Highway), House Buildings and Herbert St crossing

Students who wish to attend school outside of these hours will be expected to attend the library which is open from 8am or report to the supervising staff of extra-curricular activities (sports training, production, homework club)

Yard duty

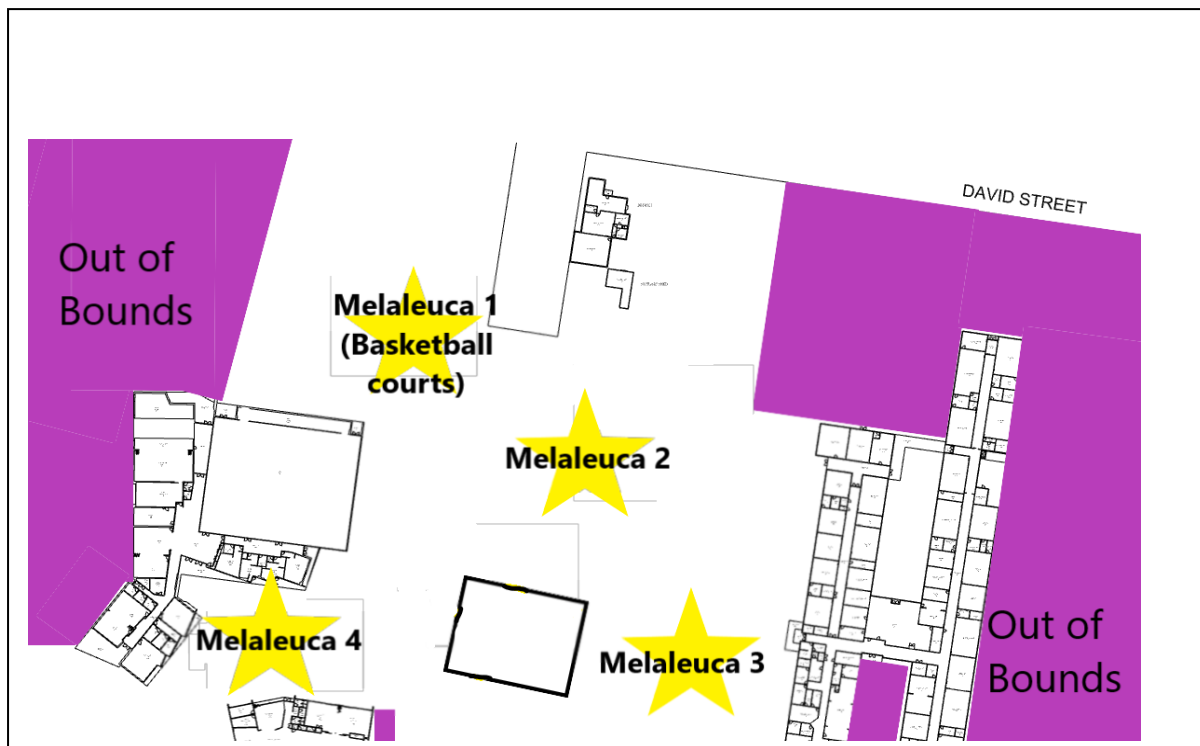
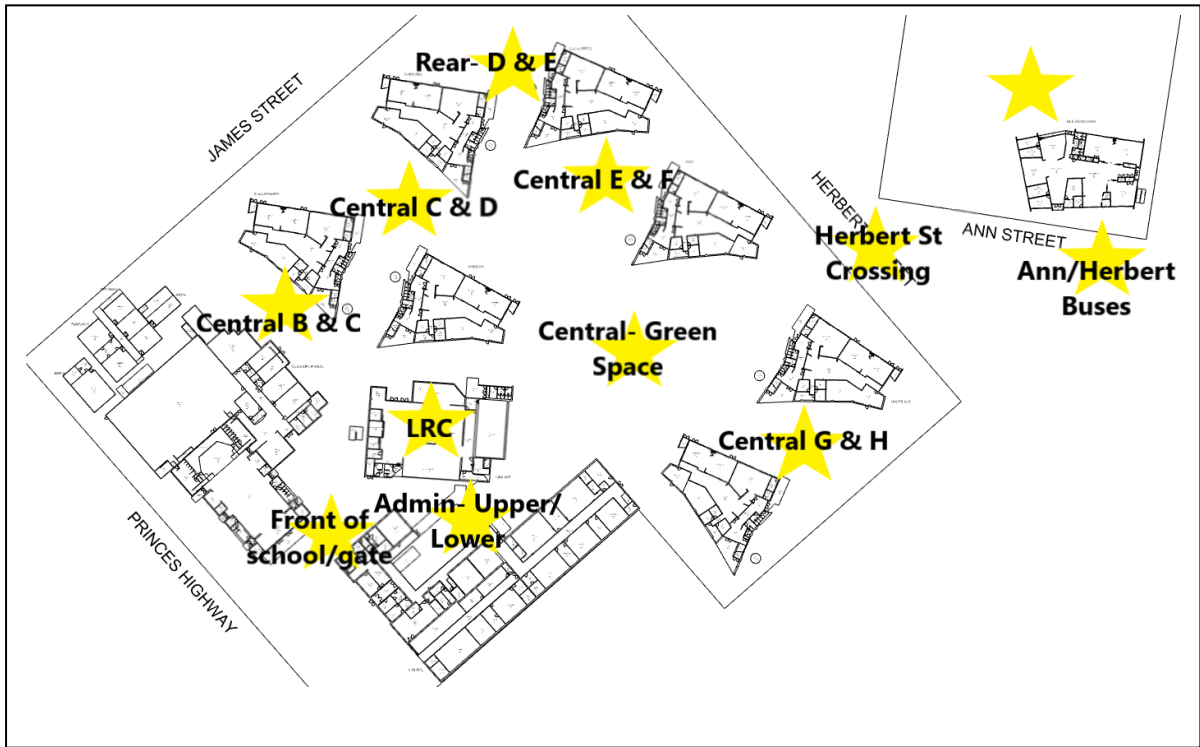
All staff at Dandenong High School are expected to assist with yard duty supervision and will be included in the roster

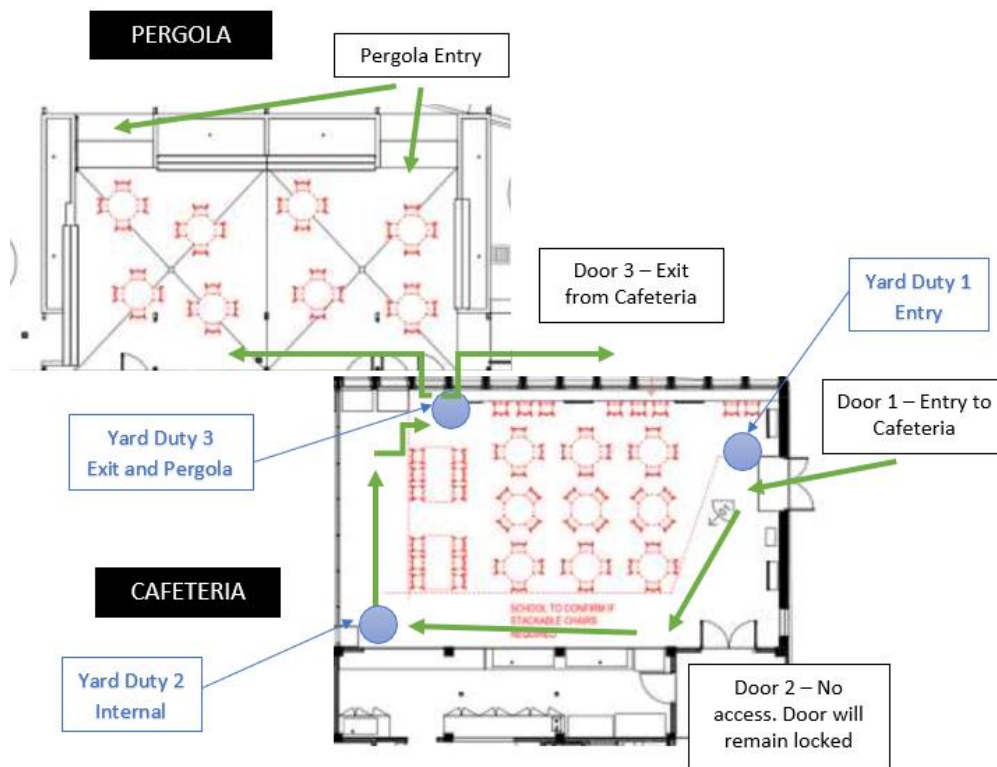
The Timetabler and Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Dandenong High School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school (as at Term 2, 2023) are:

Normal Duty Zone	Wet Weather Zone
Canteen Entry	Canteen Entry
Canteen Exit	Canteen Exit
Canteen Internal	Canteen Internal
Corridor-L/A Block (Upstairs/Downstairs)	Library
Library	Library
HLT Green Space Duty	Library/Green Space
Front of school/gates	Front of school/gates
Herbert Street Crossing	Grevillea external undercover
Melaleuca 1	Melaleuca external undercover
Melaleuca 2	Jacaranda external undercover
Melaleuca 3	Fern House
Melaleuca 4	Grevillea House
Rear Darwinia & Eucalyptus	Darwinia House
Central Green Space	Fern external undercover
Central Banksia & Callistemon	Banksia House
Central Callistemon & Darwinia	Callistemon House
Central Eucalyptus & Fern	Eucalyptus House
Central Grevillea & Hakea	Hakea House





Yard duty equipment

School staff must:

- wear the provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the staff members desk
- Be familiar with the yard duty procedures available on Compass and Google Drive

Yard duty responsibilities

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member. While undertaking their yard duty the staff member should:

- Be on time to their allocated duty
- Be wearing their issued high visibility vest to ensure students and other staff can easily identify them
- Actively move throughout the allocated zone to monitor student behaviour to ensure it is in line with the school's expectations before school, during break times and as they are leaving at the end of the day. This includes ensuring students are not undertaking any sports involving tackling
- Ensure that students are in the correct uniform and request to see uniform passes for any student not in uniform. Any student without a pass should be referred to the relevant house office

- Ensure students are putting rubbish in the bins provided and leaving the yard tidy and free of litter
- Notify the front office if they have any concerns that require support from Leadership, including if members of the public access the site, other than via the front office. Staff should have a mobile phone with them to allow for prompt contact of the office.
- Support other staff on yard duty in neighbouring zones and assist where required
- Move students to class once the first bell goes at the end of the recess and lunch breaks to ensure they arrive at class on time
- Check students who are leaving school grounds are finished classes for the day or have a valid early leave pass. This is particularly relevant to zones with entry/exit points.
- Students should not be accessing areas that are shaded purple on the maps. Any student doing so should be directed to the supervised areas
- Any concerns with student behaviour should be reported to the House Leadership Teams via Compass Chronicle
- 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

If 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 staff member 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 staff member needs to leave yard duty during the allocated time, they should contact the General Office, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the General Office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

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, they should first contact their House Leader for assistance. The teacher must 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

Dandenong High School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

Independent Study

Where a senior class is allocated to the LRC for the period, students are to remain in the LRC undertaking quiet independent study. LRC staff will provide supervision. Students will not be permitted to leave school grounds during these sessions.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter and Compass
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

FURTHER INFORMATION AND RESOURCES

- the Department’s Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2023
Consultation	School Council, Newsletter and Compass Notification
Approved by	Principal
Next scheduled review date	June 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Dandenong High School’s yard duty and supervision arrangements.