

NOBLE PARK SECONDARY COLLEGE

YARD DUTY AND SUPERVISION POLICY - STAFF 2021

Child Safe Commitment

- Noble Park Secondary College is committed to child safety.
- We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.
- We are committed to the safety, participation and empowerment of all children.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- Our College is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- Our College has robust human resources and recruitment practices for all staff and volunteers.
- Our College is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.
- Noble Park Secondary College is committed to creating safe and inclusive environment for all its students from all backgrounds, cultures, languages, LGBTI, religious and other minority groups.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.
- Further information, our policy, code of conduct and reporting processes are available on our website
- If you believe a child is at immediate risk of abuse phone 000.

Purpose:

The purpose of this policy is to explain to staff Noble Park Secondary College's yard duty procedures and expectations for the appropriate supervision of secondary students at the school. 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.

Aims and Scope:

- To ensure that there is adequate supervision of students at the College before, during and after school.
- To ensure appropriate procedures for students entering and leaving the college.
- To ensure that the College Yard Duty areas and duties are clearly identified
- To ensure that staff are clearly visible to prevent issues, and to be easily identified by staff, students and visitors.
- To ensure staff know and understand their supervision responsibilities

General Principles

Outside of class time, the school is required to have adequate supervision of students based on reasonably foreseeable risks.

Adequate supervision needs to be provided depending on the nature of the risk (i.e. location, age of students, activities undertaken, profile of the cohort, etc)

All staff (ES and Teachers) have a duty of care to intervene to prevent and respond to reasonably foreseen risks to student safety, irrespective if it is their lunch break or area. Duty of care still applies.

Although staff have a designated area for yard duty supervision, it is also shared responsibility of all the staff present at the College, whether on or off duty, to assist in an emergency or high risk situation.

Supervision of Students

Students Arriving Late to School

- Are required to sign in at the front office using Compass and present their pass to the teacher
- Should bring a pass from their parent/guardian and give it to the front office to be forwarded to the Daily Organiser

Permission for students to leave school grounds

- The school does not ordinarily give lunch passes for students to leave the college grounds, at recess or lunchtime or at other times during the school day.
- All students are required to remain at school during lunchtime and recess

Students Leaving Early

- All students needing to leave early must obtain a signed pass from their year level coordinator or leading teacher to present at the front of the college, and then sign out using Compass.
- The year level coordinator or leading teacher is required to ring a parent/guardian and keep a diary note of the reasons/permission given, or any note provided by the parent/guardian.
- Students assessed as living independently by the Wellbeing team will be able to give consent for themselves – on the proviso that a reasonable explanation for needing to leave early is established with the Year Level team
- If parent's/guardians arrive at the school to collect student, unless they are already known to the school – photo ID will be required before contacting the student.

Supervision On Excursions

- Supervision on excursions is covered in the School Excursion Policy
- Only students assessed by the wellbeing team as living independently can give consent to attend excursions.

Supervision Before and after school

Yard Duty

The school yard will be supervised for 15 minutes prior to the start of school and 15 minutes after the end of the school day. Outside these times the school yard will not be supervised. This will be communicated to Parents/Guardians regularly through the Newsletter.

am – 8:35-8:50

pm – 3:05-3:20

Yard Duty Areas - Zones

- **Front of school** – primarily near the drop off point. Active supervision will be undertaken to direct students away from traffic and to use the designated pedestrian access routes.
- **Back of school** – primarily near the canopy/science centre

Detention

- The detention room is open from 3:15 until 4:00pm and supervised by a staff member at this time
- Only students on the list are to attend, bags need to be left outside the room.
- Student are to undertake school work quietly at this time.
- Phones are to be in the phone box
- A roll should marked for each session on Compass

Senior Centre

- The area is usually open until 5pm or until the last staff member leaves.
- Given their maturity level, the supervision of Y12 students in the senior centre will be shared responsibility of staff working in this area.
- Students should sign in and out using Compass

Hall and Courts

- These areas are not supervised
- If an organised sporting activity is schedule, the supervising staff member must keep a roll
- For regular sport training, a Compass roll should be created and marked ('roll only' - that does not affect attendance statistics).

Library

- This area is supervised by the librarian between 3:05pm and 4:00pm unless otherwise communicated

Other Rooms

- These areas are not supervised, students should not be in these areas.
- Staff noticing students in these areas should require them to leave.

Homework Club/s

- Must be supervised by a willing staff member or approved volunteer with a WWC check.
- A roll should be kept and made available for inspection if required.

Supervision During Class Time

- The teacher will mark the roll as early as practicable in the lesson on Compass. A head count should be done to ensure that the roll is correct. Do not just save the roll without checking each student.
- If a student has gone missing (indicated by the coloured squares on the Compass roll) the teacher is to take reasonable steps to determine their where-abouts (i.e asking other students, emailing the relevant YLC and Leading teacher, AP). If there is a foreseeable immediate risk – the teacher is to send a student to the office, who will then locate a suitable staff-member to locate and take action.
- The classroom teacher is responsible for the supervision of all students in their care during class.
- Student late to class first thing in the morning are to be required to hand in a late pass from the front office, and be marked late on Compass.
- Students late at other times are to be marked late on Compass
- Students needing to leave the class – should be given a 'class pass out card' and the time monitored to ensure that they return in a reasonable time given the circumstances. Adequate steps should be taken if the student does not return depending on the nature of the circumstance.
- Students are not permitted out of class during the first 10 minutes and last 5 minutes of class – to allow for the smooth running of the lesson according to our instructional model.

- If a teacher needs to leave the classroom momentarily unattended at any time during a lesson, unless a near-by staff member who can see the class has agreed to supervise the class, he or she should contact the daily organiser for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Supervision During Recess and Lunch – Yard Duty

The school yard and any rooms open due to poor weather will be supervised during:

- Recess – from 10:50am – 10:15am (25 minutes) at 11:07 a warning bell sounds, teachers and students make their way to lockers and class
- Lunch rotation 1 – 1:15pm – 1:40pm (25 minutes)
- Lunch rotation 2 – 1:40pm – 2:05pm (25 minutes) at 1:57 a warning bell sounds, teachers and students make their way to lockers and class
- These times are adjusted on early finish days.

Zones	Area
Zone AB	Circulate around the front of school + rooms B4/6 on bad weather days
Zone CFI	Circulate around the Middle of School and library + rooms C5/8 on bad weather days
Zone DEFG	Circulate around the rear of school including courts and senior centre, BUT NOT THE HALL * Given the maturity level of Y12 students, supervision of students in this area is a shared responsibility of the staff in this area and the yard duty teacher.
Zone OVAL	Football Oval (lunch only)
Zone CANTEEN	Recess only - Canteen area, (bad weather days at lunch)
HALL	This area is closed to students, unless a teacher agrees to supervise sporting activities in this area. The level of supervision required will depend on the risk of the activities – i.e. table tennis would ordinarily require less supervision than basketball

Library

- This area is supervised by the librarian at Recess and Lunch
- Area CFI will rotate through this area

Supervision Requirements – Yard Duty

- Teachers will attend on time, and actively circulate through, lock relevant doors, attend to nominated duties, and supervise the published yard duty areas
- Methodically move around the designated zone providing more supervision where large groups of students are, or higher risk activities are being undertaken (i.e. sport)
- Teachers involved in the mid-lunch swap over need to meet and exchange equipment at the nominated location to ensure that the yard is supervised at all times. The first half teacher is not to leave the area unless a hand-over has occurred. If a teacher does not arrive by the nominated time, the daily organiser/front office is to be notified.
- To ensure that they are easily contactable in an emergency, all staff will carry the College provided mobile phones /or radios for their yard duty area during their duty time

- To ensure protection from the elements staff should ensure that they wear appropriate protective clothing for the weather.
- To ensure visibility staff will be required to wear a college provided reflective vest
- When supervising the front of the school before and after school– teachers are to ensure that students keep clear of the road
- Teachers will take actions to ensure that the College environment is safe. This includes:
 - ◆ Approaching strangers and directing them to the front office or requesting them to leave or, if they do not have a visitor pass and bona-fide reason to be on the premises
 - ◆ Moving students away from out of bounds and corridor areas
 - ◆ Ensure students are behaving safely and in a manner that does not put themselves or others at risk
 - ◆ 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

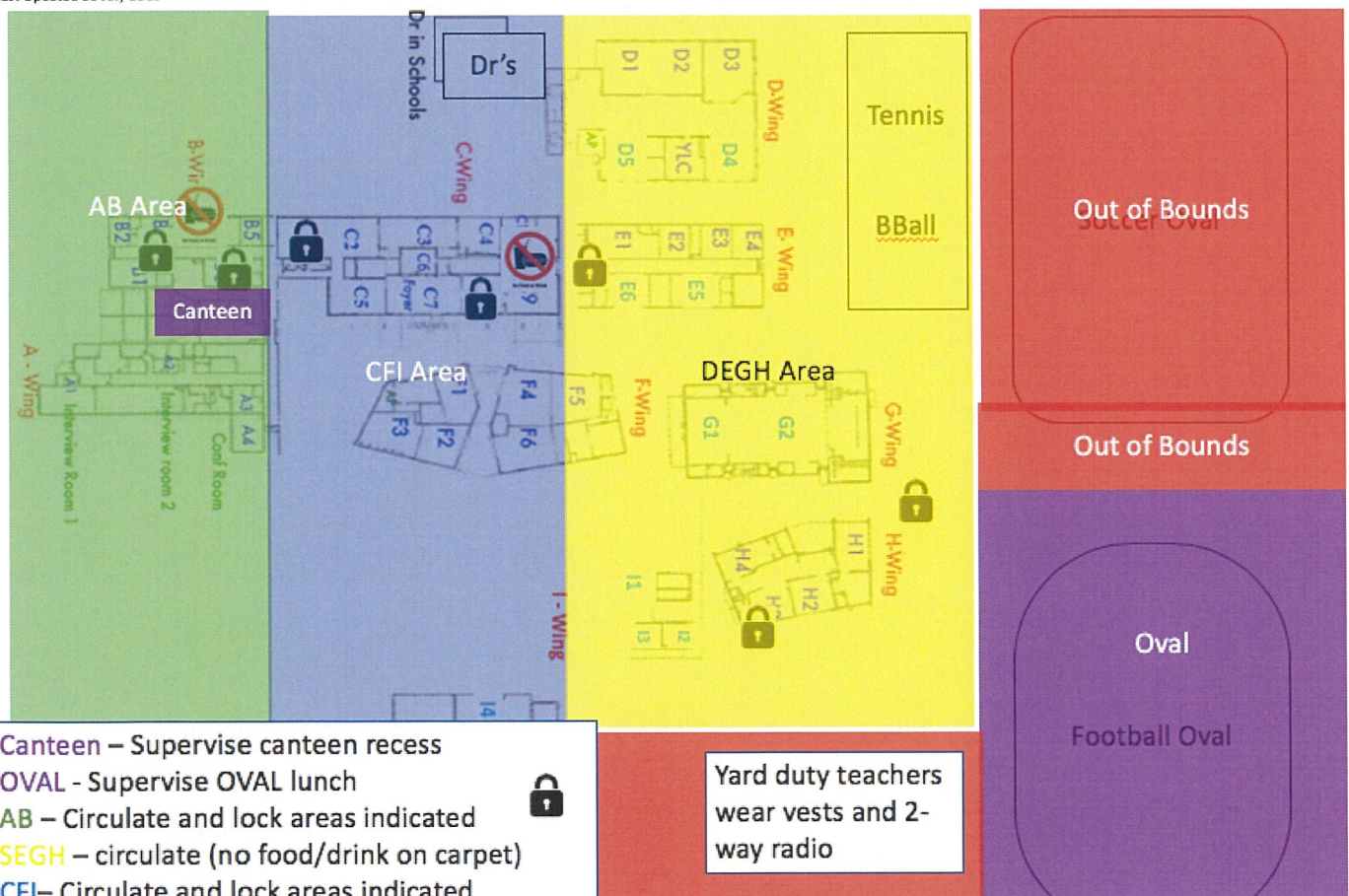
Yard Duty Map –

RECESS/LUNCH YARD DUTY – T3 2019

Last Updated 31 July 2019



In classrooms and indicated carpeted areas



- Canteen – Supervise canteen recess
- OVAL - Supervise OVAL lunch
- AB – Circulate and lock areas indicated
- SEGH – circulate (no food/drink on carpet)
- CFI– Circulate and lock areas indicated

Yard duty teachers wear vests and 2-way radio

General Supervision - Staff in FLC/Middle-C/Senior School/Hall/Science assist in removing students/Locking unless agreeing to supervise

The College will review the staffing, nominated duties and yard duty areas at least annually, taking into considerations

- ◆ Number and cohort characteristics of students
- ◆ Size of area to be supervised
- ◆ New facilities (i.e. Learning Centre with lockers inside)
- ◆ Inclement weather
- ◆ Areas that need to be locked and unlocked
- ◆ Yard duties will be evenly distributed amongst the available teaching staff
- ◆ Replacement yard duties (if staff are absent), will be even distributed across available staff over the year.
- ◆ Considerations in the allocation of yard duty will include: other regular duties that a teacher has before and after the yard duty session.

Indoor Supervision

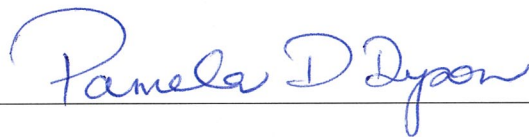
- ◆ If students are undertaking indoor activities (i.e. music practice, drama rehearsals). It is incumbent on the teacher organising the activity to ensure that there is adequate supervision based on; the location and visibility of the venue, the number of students present; and the age, nature and duration of the activity

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the Principal on 16 Feb 2021

Principal

 Pamela D Dixon