

## YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact BSE on 5443 4522.

### PURPOSE

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

### SCOPE

This policy applies to all teaching and non-teaching staff at Bendigo South East College, 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

Bendigo South East College's grounds are supervised by school staff from 8.15am until 4.30pm - depending on area supervised – see table below. Outside of these hours, school staff will not be available to supervise students. BSE will regularly inform parents/carers of the precise times during which the school's grounds will be monitored (e.g. in the school newsletter each term).

Time Code	Description	From	To	Length of Duty
BS1	Curtin Street	8.15am	8.57 am	42 minutes
BS2	Ellis Street	8.25am	8.57 am	32 minutes
BS3	Library	8.37am	8.57 am	20 minutes
Lunch 1	First half of lunch	11.41pm	12.01 pm	20 minutes
Lunch 2	Second half lunch	12.01pm	12.21 pm	20 minutes
R	Recess	1.34pm	2.04 pm	30 minutes
AS1	Curtin Street	3.17pm	4.05 pm	48 minutes
AS2	Ellis Street	3.17pm	3.47 pm	30 minutes
AS3	After School make up	3.30pm	4.30pm	60 minutes

## Yard duty

All teaching staff at Bendigo South East College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal of Operations & Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Bendigo South East College, school staff will be designated a specific yard duty area to supervise.

### Yard Duty Zones

The designated yard duty areas for BSE.

Code	Location
YACT	B7 Pod
YLIB	Library (C15/16)
YSSC	Community Hub
YC&C	Canteen and Central
YCAN	Canteen assistance
YCUR	Curtin Street
YELL	Ellis Street
YSSC	Community Hub
YMKU	Make Up
YN07	Year 7 Neighbourhood & Green
YN08	Year 8 Neighbourhood (& cricket nets when used as a sporting activity during Lunch or Recess)
YN09	Year 9 Neighbourhood & Top Netball Courts
YN10	Year 10 Neighbourhood & Performing Arts
YOVL	Oval
YSOU	Soccer Pitch & Bottom Netball Courts
YSTA	Stadium
YBSC	Base Camp



## Yard duty responsibilities

School Staff must wear a provided safety/hi-vis vest whilst on yard duty. Spare safety/high-vis vests will be stored in each Staff room.

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 ensuring active supervision of all students
- 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 BSE Virtual.

We are all responsible for establishing a 'safe and caring' environment in the yard and buildings. Please ensure you carry out your responsibility professionally — be punctual, active and thorough, alert and establish high expectations for your duty area (area litter free, etc). Yard duty timetables can be accessed via BSE Virtual/Learning/Timetable then click on 'Yard Duty' button to the right of the screen.

- Assistant Principal, Brendan Moloney is responsible and can be contacted on **0409 424 162** if duty staff are concerned by student behaviour or strangers are on the boundary or on College grounds.
- Staff are to be on duty as soon as the bell goes (in most cases they have a free beforehand).
- Staff replacing other staff on duty (e.g. 1st lunch and 2nd lunch) are to be in place before the assigned bell. If the second duty staff member does not appear, the first duty staff member informs the General Office and stays in the duty area.
- Work out with the other yard duty staff a 'change over' location
- Staff rostered yard duty times and areas are indicated on their timetable. A yard duty folder is kept in the main staffroom. Specific instructions are written in the folder and you should read these for guidance. Take plastic bags provided near the folder to assist in ensuring your area is rubbish free at the end of your duty.
- If an issue arises phone the General Office for support.  
If you have an incident with a student, complete an incident sheet and submit it to the relevant YLC.
- Duty at Ellis Street crossing and the town buses start at 3.16pm. Please be prompt to these areas.
- Students riding bikes should have a helmet on their head. For students riding without a helmet:
  1. Take their names.
  2. Tell them to take their bike to the General Office.
  3. Forward their name to the Operations Manager to ensure that the student arrives.  
The bike is impounded until a helmet is produced.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact Assistant Principal, Brendan Moloney 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 Assistant Principal, Brendan Moloney, but should not leave the designated area until the relieving teacher has arrived in the designated area.

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 General Office 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#)

## Digital devices and virtual classroom

Bendigo South East College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Bendigo South East College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised while at school in a common area.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored every class
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

## 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](#)

## 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

- Available publicly on our school's website
- Included in staff induction processes
- Made available in hard copy form from school administration upon request

## FURTHER INFORMATION AND RESOURCES

The Department's Policy and Advisory Library:

- [Supervision of Students](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

## REVIEW CYCLE

This policy will also be updated if significant changes are made to school grounds that require a revision of Bendigo South East College's Yard Duty and Supervision Policy.

Policy last reviewed	August 2022
Consultation	Not required
Approved by	Principal
Next scheduled review date	August 2023