	<p align="center">Yard Duty and Supervision Policy (previously Supervision & Duty of Care Policy)</p>	<p align="right">Endorsed by School Principal: October 2022</p> <p align="right">Developed: March 2018</p>
<p>Information: 02 6076 1566</p>	<p>DET Schools Reference Guide:</p> <ul style="list-style-type: none"> • Anaphylaxis • Excursions • Cybersafety and Responsible Use of Technologies Policy 	<p>Next review: October 2024</p> <p align="right">Review 2 yearly</p> <p align="right">Issue No: 1.4</p>

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Corryong 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

Corryong College's grounds are supervised by school staff from 8:45am. This supervision will include staff supervising the arrival of the school busses, the corridors and school grounds. Arrival at school prior to this time school staff will not be available to supervise students.

Supervision at the end of school day will be provided until 3:30pm. This supervision will include staff supervising the departure of the school buses, school grounds and corridors.

Parents and carers will be advised through reminders in school newsletter and facebook that they should not allow their children to attend Corryong College outside of these hours.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will need to have made prior arrangements with the College.

Yard duty

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

The Principal or Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis.

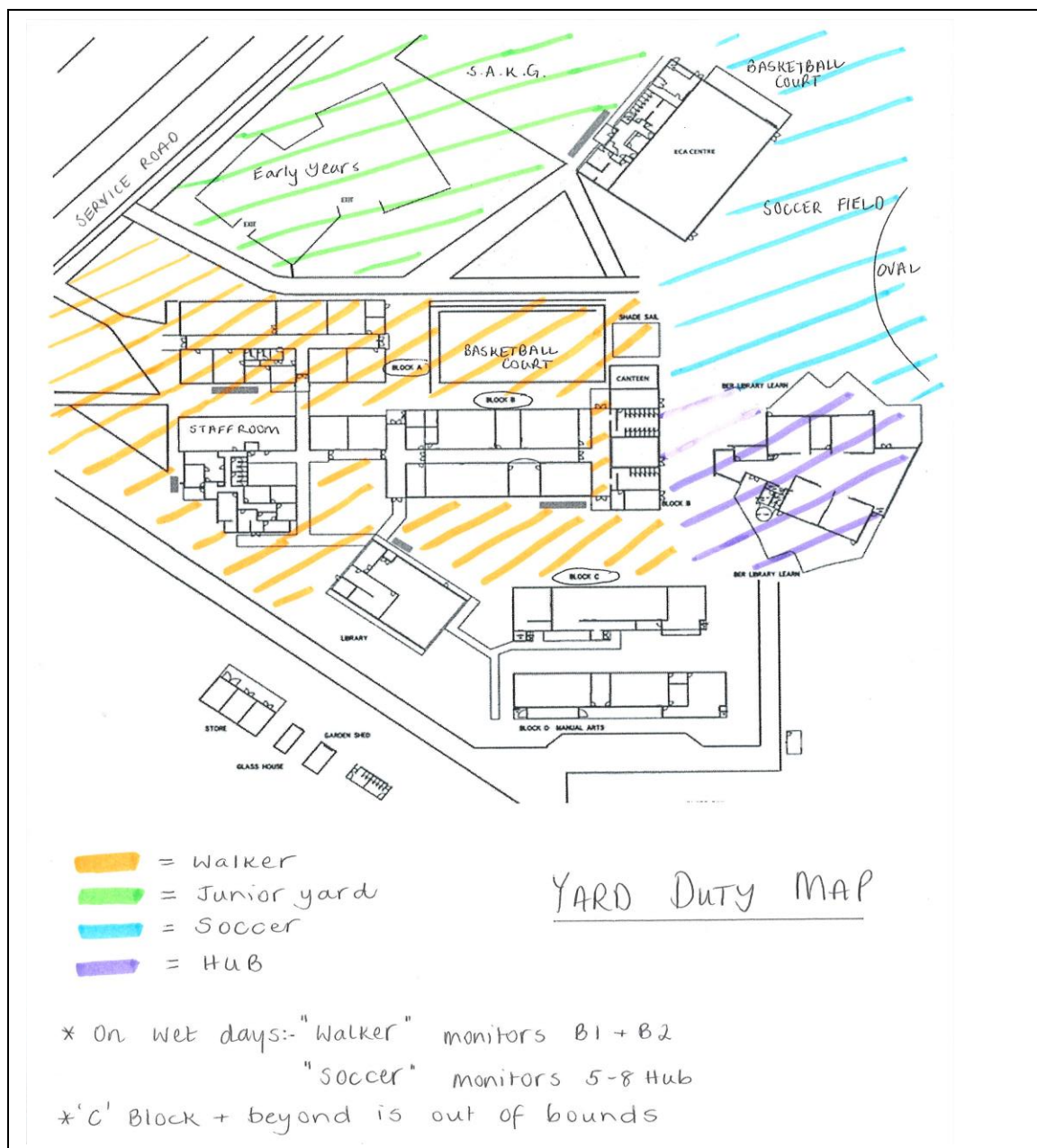
At Corryong College the designated yard duty areas are:

- Corridors
- Schoolgrounds
- Senior campus rooms B1 and B2 on extreme weather days.
- Senior campus A block corridor and VCE room
- Senior campus canteen
- Senior campus ECA centre
- F-4 Hub
- 5-8 Hub

Yard duty zones

The designated yard duty areas for our school are follows:-

Zone	Area
Walker	Move continuously around A, B & C block, canteen, library and staff rooms and checking in 5-8 Hub. At start and end of recess and lunchtime supervise Year 9 locker bay area at B Block breezeway.
Junior Yard	Walk around the Early Years Hub including SAKG and in front of Eca Centre.
Soccer	Check basketball court at rear of Eca Centre, soccer field as well as move around this area and oval. The walker does not need to walk here but around roads and buildings. At start and end of recess and lunchtime, supervise student transition at Year 7/8 Locker bay.
HUB	Around the 5-8 Hub and locker area.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff room outside first aid room
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in First Aid room in the Staff room.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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.

During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in
- ensure students remain in their designated year level zones
- 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 and Inclusion policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate via Edusafe or see the office staff for a hard copy form.

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 staff member is unable to conduct yard duty at the designated time, they should contact the Dailey 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 office who will locate the Principal/Assistant Principal or delegate 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 send a message to the school 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 Year Level Leader or Assistant Principal 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

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

Corryong 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 in the Library.

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

Year 12 students (and other permitted students) will have one study block of three sessions per week. Student can remain at school to study or can return home, if permission has been granted. Students leaving school premises must have obtained approval at the start of the school year and sign out at the school office.

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 each term
- Made available in hard copy by contacting our School office

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	October 2022
Approved by	Principal
Next scheduled review date	Mandatory minimum review cycle for this policy is 2 years. Next review October 2024

This policy will also be updated if significant changes are made to school grounds that require a revision of Corryong College's yard duty and supervision arrangements.