



# YARD DUTY AND SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Noble Park English Language School on 9546 9578.

## PURPOSE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Noble Park English Language 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

Noble Park English Language School's grounds are supervised by school staff.

Noble Park Campus from 8:30 a.m. until 3:25 p.m.

Casey Campus from 8:35 a.m. until 3:20 p.m.

Springvale Campus 8:45 a.m. until 3:45 p.m.

Stonnington Campus 8:45 a.m. until 3:45 p.m.

Before and after school, school staff will supervise:

Noble Park Campus – Main gate and basketball court (before school only)

Casey Campus – the campus gate, Hampton Park Secondary College gate and whole school campus (before school only)

Springvale Campus – the oval



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Stonnington Campus – the sandpit area

Parents and carers will be advised on enrolment and a notification on our school website that they should not allow their children to attend Noble Park English Language School outside of these hours. Families will be encouraged to contact Noble Park English Language School on:

Noble Park Campus – 03 9546 9578

Casey Campus – 03 9798 0522

Springvale Campus – 03 9548 3496

Stonnington Campus – 03 9751 9606

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.

## YARD DUTY

All staff at Noble Park English Language School are expected to assist with yard duty supervision and will be included in the term roster and daily organisation.

The Principal Daily Organiser/P-10 Co-ordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Noble Park English Language School, school staff will be designated a specific yard duty area to supervise.

### Yard duty zones

The designated yard duty areas for our school are:

#### Noble Park Campus

	DRY WEATHER
<b>Zone</b>	Area
<b>A1</b>	Grassed area north of hall and secondary boys' toilet

WET WEATHER
Allocated classrooms

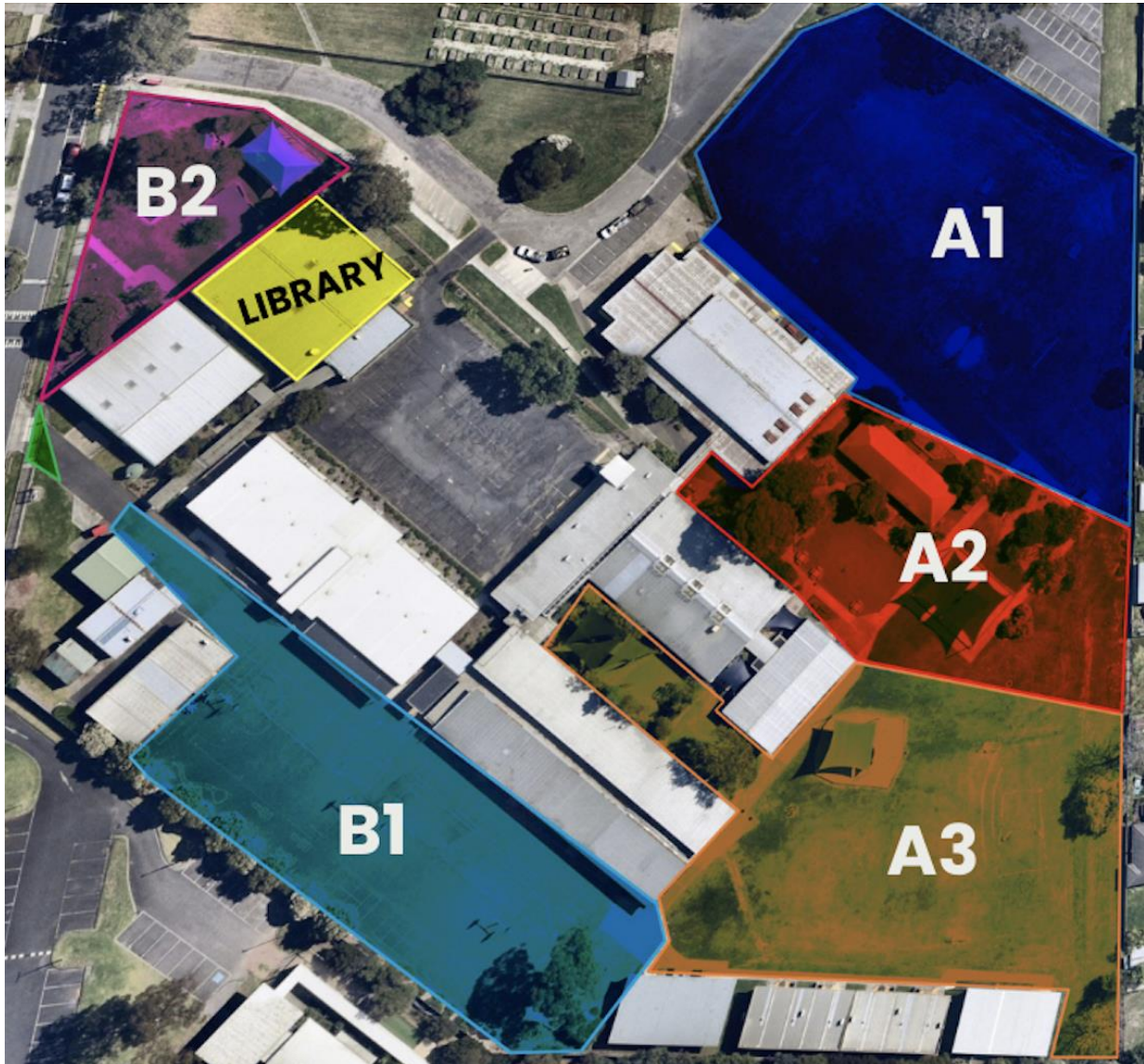


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<b>A2</b>	Lower Primary Equipment – Lower Primary students only/ Covered area, garden and grassed area with table – for all students	
<b>A3</b>	Upper Primary Equipment – Upper Primary students only /Grassed area south of equipment – Primary students only  Quadrangle is a quiet area for all students. Students are not allowed to play ball games in this area	
<b>B1</b>	Basketball courts. Upper primary students only allowed on west court. (Teacher to supervise toilets and check no students are in corridors)	
<b>B2</b>	Playground equipment between the library and BER building for PL1, PL2 and PL3	
<b>First aid</b>	Sick bay room	Sick bay room
<b>MG</b>	Main gate	Main gate
<b>Lower primary</b>	PL1 – PL7 to be dismissed from designated areas outside the classrooms from 3:15  The main gate will be opened at 3:05 by a student in PM3.	N/A
<b>Library</b>	Library	Library
		Covered area near the Secondary oval



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## Casey Campus

Area	Dry weather
<b>PG</b>	Playgrounds, Basketball court. Office and front gate
<b>GA</b>	Grassed area inside gates, deck, and secondary boys toilets.
<b>SO</b>	Oval – Secondary students
<b>PO</b>	Oval – Primary students
<b>First aid</b>	Office

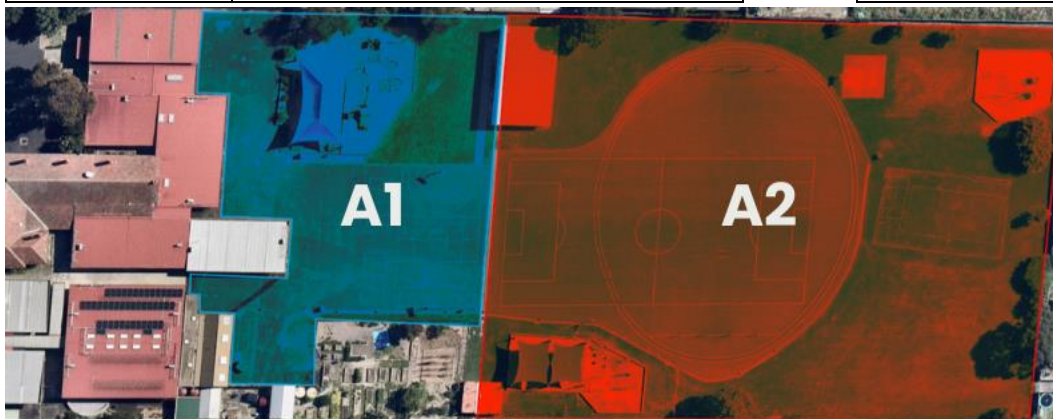
Wet weather
Allocated classrooms



## Springvale Campus

Area	Dry weather
<b>A1</b>	Asphalt area, Foundation and Junior playground, sandpit, basketball court and toilets.
<b>A2</b>	Oval, Middle, and Senior playgrounds.

Wet weather
Allocated classrooms





# Noble Park English Language School

Stonnington Campus

Area	Dry weather
Oval	Oval

Wet weather
Allocated classrooms



## YARD DUTY EQUIPMENT

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty.
- Carry a walkie talkie (NP campus) or mobile phone

The walkie talkie 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 zones
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard



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- 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 Wellbeing and 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

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 Daily Organiser/P-10 Co-ordinator 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 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 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 the 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**

Noble Park English Language School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.



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## 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.

## 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 meetings, as required
- Included in our staff handbook

## 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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	School Council 24/3/23
Next scheduled review date	March 2027

*This policy will also be updated if significant changes are made to school grounds that require a revision of Noble Park English Language School's yard duty and supervision arrangements.*