

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at the Victorian School of Languages (VSL), 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.

VSL Centres

Before and after school

The VSL's centre grounds are supervised by school staff from 8.45am until 12.45pm. Outside of these hours, school staff will not be available to supervise students.

Each Centre will identify its entrance and exit points Supervision will take place before school, at recess and at the end of the session around 12.20pm when the students leave.

Parents and carers should not allow their children to attend the Victorian School of Languages outside of these hours. Families are encouraged to contact the Area Manager for more information. The contact details are on the VSL website.

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

Please note that afternoon classes mid-week operate at times that vary from the time stipulated above.

Students on school grounds outside these times will NOT be supervised.

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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student

Parents and carers will be advised through Area Newsletters about before and after school supervision that they should not allow their children to attend VSL outside of these hours.

Yard duty

All staff at the Victorian School of Languages are expected to assist with yard duty supervision and will be included in the weekly roster. Yard-duty supervision takes precedence over other staff meetings.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing unless other arrangements are put in place by the Centre supervisor.

The Principal (or Area nominee) is responsible for preparing and communicating the yard duty roster on a weekly basis via an Area Staff Bulletin. At the VSL, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school VSL centres are included as an Appendix to this policy. Included are the areas that are zoned and will be supervised during the 20 minute recess period. Supervision is organised into 2x10 minute blocks for Centre staff.

Adequate number of staff will be allocated to do yard duty each week according to the needs of the individual centre.

Yard duty equipment

School staff must collect relevant items prior to yard duty and handover:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in VSL Centre Office – Appendix A
- a designated Area will be nominated and communicated to students that will carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in VSL Centre Office – Appendix A to be collected at the start of the day and passed onto the relieving staff member for the second half.
- collect the Centre yard duty folder stored in VSL Centre Office – Appendix A containing student health and safety information e.g. students who are at risk of Anaphylaxis and other medical conditions and be familiar with the contents. The Anaphylaxis Emergency Response Procedure will also be included in yard duty folders.

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
- follow the **yard duty** roster and ensure you cover the area you are assigned to, i.e. proactively walk around and keep an eye on students, gates and strangers who may be entering the school premises without permission
- 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 (excluding drop off and collection periods)
- ensure students remain in their designated year level zones (where allocated-centre specific)
- 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 Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
 - log any incidents or near misses as appropriate using the VSL Online Incident Register
- Staff will bring their own hats and sun block for periods of hot weather.

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 Area

Manager/Centre Supervisor 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 Area Manager/Centre Supervisor 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 Area Manager/Centre Supervisor 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.

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 sending 2 students with a note to Supervisor for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Distance Education Students

To ensure that distance education students (generally Years 10-12) who attend seminars are supervised properly supervising teachers follow the processes below:

- Generally, the seminars are held at the hired venue, the Multicultural Hub, in Elizabeth Street in Melbourne
- A smaller number of seminars may be held at the school head office
- Students must be supervised at all times during seminars, including lunchtime. They should be reminded that they are not free to leave the building or to use areas of the building other than the seminar room(s). They are expected to be courteous and considerate of one another and of all users of the building.
- Students should attend the seminar for the whole day and must provide a note signed by a parent/guardian if earlier departure is required.

Centres & Distance Education

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 [Excursions Policy](#).

Digital devices and virtual classroom

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

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

- student attendance will be monitored and recorded by the Language teachers
- 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

For the information regarding the supervision of Distance Education Students engaged in distance learning via online platforms see the VSL *Digital Learning (Internet, Social Media and Digital Devices)* Policy.

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 the Centre 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:

- Available publicly on our school's website www.vsl.vic.edu.au
- 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 Area newsletter
- Made available in hard copy from school administration upon request

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	August 2023
Consultation	School Council: 16/08/2023
Approved by	Principal
Next scheduled review date	2024

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

Appendix A: VSL Centre Office location

Area	Centre Office location	Centre Office location	Centre Office location	Centre Office location
Central	University High Music Wing Room 158	Brunswick A Block Ground floor	Collingwood VSL Office. The first room on the left in the reception foyer	
Country 1	Matthew Flinders Helen Fraser Campus office	North Geelong General Office	Point Cook General Office	Werribee Foyer
Country 2	Bendigo Building B Pod. Between B6 and B7. Lockable storeroom with no student access.	Croydon Building C Staff room – Level 1	Shepparton VSL Store room - Administration Building – FG.07 VSL office Saturday morning – Biyala, Murray (Teal) entrance	Wodonga A Wing Lockable cabinet outside A3
VSL Head Office, Distance Ed & VNAP	Main Office Level 6 -7, 20 Otter St, Collingwood	Seminars Portable First Aid Kit that teachers take to seminars		
East 1	Doncaster VSL office. Located between Room C9 and C10. (In the portable classroom block)	Blackburn VSL office between D7 and D6. (Right behind the Dunlop Building and next to the STEM building)	Box Hill P01 (Right behind the Box Hill High School, Performing Art Centre)	
East 2	Glen Waverley Between Staff Centre & Science/Tech Building.	Carwatha Room at far end of school library.	Mildura School library	
North	Thomastown Admin General Office Building. Next to staff room.	Epping Admin/staff General office room.	Lalor VSL Portable- Staff carpark (Next to general office portable)	Roxburgh Park Admin & Staffroom building-
North West	Keilor Downs VSL Area Office First Aid in Main Reception	Hume Central Year 8 Building VSL Office	Mt. Ridley Willandra building Main reception	Taylors Lakes Main Reception Area
South	Mentone JLC Building First Aid Kit in VSL office	Brentwood Room K9 First Aid Kit in VSL office	Keysborough Junior Building First Aid Kit in VSL office	Traralgon Office Building First Aid Kit in VSL office
South 2	Westall Area office B25 in B block opposite staff room	South Oakleigh Saturday – work out of the Staff room. Area office: storeroom in front of A3	McKinnon VSL office in F01.5 (as it is between F01 and F02).	
South East	Dandenong 'A' building, main administration block	Hampton Park Reception of Hampton Park SC and meeting room opposite reception	Berwick Main staff room behind Berwick College reception	
West 1	Footscray FHS General Office	Altona North Bayside SC General Office	Sunshine Conference Room opposite General Office	Ballarat Rm 102 Admin Building
West 2	Caroline Springs (Creekside College) Area 4 – VSL Admin Office facing entry, VSL Office and storeroom on the right	Melton (Staughton College) Staff Room	Truganina (Truganina P-9 College) Room 93 Area J	