



Yard Duty and Supervision Policy (Parents and Students)

Victorian College for the Deaf understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

Teaching and education support staff participate in Victorian College for the Deaf's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty during recess and lunch.

Designated areas of the school grounds are supervised before school from **8:30am**. After school, staff supervise until **3:10pm**. Students on school grounds outside these times will **not** be supervised.

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity.

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
- organise emergency staff supervision onsite
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

After hours classes

Senior students involved in VCE Auslan class from 4:30pm to 7:30pm will not be supervised during the gap between 3:10pm and 4:30pm. During the class, regular classroom supervision requirements apply.

On-site VET and work placement

Secondary students who attend onsite VET/work placements at Tradeblock Café and/or Ablock Bike Shop are supervised during class time by a VCD teacher. They are permitted to leave the school grounds during break times and/or be dismissed early with signed permission from a parent/carer.

Off-site VET

Secondary students who attend off-site VET are under the supervision of the external provider. The external provider may allow students to leave the premises during break times in accordance with their supervision policy and arrangements.

A VCD staff member may accompany students to off-site VET classes if deemed necessary by the principal. The VCD staff member is not responsible for supervising students during break times unless specifically directed by the principal. The VCD staff member is not responsible for supervising students travelling to and from the off-site campus unless specifically directed by the principal.

Off-site VET arrangements, including whether a VCD staff member will accompany students, will be communicated with parents/carers at the beginning of the school year. Any changes to arrangements will be communicated as required.

Off-site work placement

Supervision and/or non-supervision of students on work placement will be organised in line with the Department of Education's [work experience policy](#).

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.

Transport – DET taxi

Students who travel to and from Victorian College for the Deaf on DET funded taxis are supervised by the onboard Supervisor. The Supervisor will sit in the front passenger seat when one student is on board, and when two or more students are on board, they will sit in the first back row facing the students (back to the driver).

Students are handed into the supervision of VCD staff once they arrive on campus. Drivers/supervisors must check in with a VCD staff member upon arrival. Drivers/supervisors must also check in with a VCD staff member before leaving the campus at dismissal time. Students are handed into the supervision of a parent/carer upon the taxi's arrival at the designated pick-up location. VCD's Student Transport Emergency Management Plan details supervision arrangements in the event of a parent's non-attendance and/or an emergency situation.

In the unlikely event that a Supervisor is absent and no replacement can be obtained, students can travel on the taxi unsupervised with the permission of a parent/carer. Parents/carers will be notified via Compass if a Supervisor is unavailable. If a parent/carer has not given consent for the student to travel on the taxi unsupervised, the student will not be allowed on the taxi and the family will be required to make their own arrangements for transporting the student to and from school.

Policies and procedures

Victorian College for the Deaf has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Camps and Excursions Policy
- Duty of Care Policy
- First Aid Policy
- Personal Property Policy

School staff, parents and students are encouraged to speak to our principal, Marg Tope, if you have any concerns about potential risks at our school, or our duty of care obligations.

COMMUNICATION

This policy will be communicated to the school community via:

- School website

REVIEW CYCLE

This policy was last updated on 12th October 2021 and is scheduled for review in **October 2022**.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 12th October 2021

