



# Yard Duty and Supervision Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact VCD on 9510 1706 or [Victorian.ds@education.vic.gov.au](mailto:Victorian.ds@education.vic.gov.au)

## PURPOSE

The purpose of this policy is to explain to staff Victorian College for the Deaf's yard duty procedures and expectations for the appropriate supervision of secondary students. 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.

## OBJECTIVE

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

## SCOPE

This policy applies to all teaching and non-teaching staff at Victorian College for the Deaf, 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

Victorian College for the Deaf's grounds are supervised by school staff from **8:30am** until **3:10pm**. Outside of these hours, school staff will not be available to supervise students.

**Before school**, staff will supervise the following areas from **8:30am – 8:45am**:

*(See map on page 3 for map reference)*

- Front entrance
- Admin building corridor (inside front entrance)
- Secondary quadrangle

**After school**, staff will supervise the following areas from **3:00pm – 3:10pm**:

*(See map on page 3 for map reference)*

- Front entrance

Parents and carers should not allow their children to attend Victorian College for the Deaf outside of these hours.

Senior students who wish to attend school outside of these hours for study and extra-curricular activities are required to organise this via an appointment with their teacher in advance and sign in and out of the front office.

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.

### **Yard duty zones**

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

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Victorian College for the Deaf, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Term 3 2022 are:

<b>Zone</b>	<b>Area</b>
Zone 1	Portables
Zone 2	Playground and basketball courts
Zone 3	Quadrangle

Zone 4	Oval
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## YARD DUTY MAP



### 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 the staff room and staff offices.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff room and staff offices.

### Tradeblock café (canteen)

#### Secondary

- All middle year secondary students who wish to buy food/drink from Tradeblock Café must register their name with the teacher on yard duty. Students must attend the café in groups of two ('buddy system'). They should walk directly to the café, purchase their lunch, and then directly back to the supervised area.
- Senior VCAL/VCE students may walk directly to the café from their classroom, without registering their name with the duty teacher.
- Senior ASDAN students will attend the café as a group with the supervision of their teacher.

#### Primary

For primary school students, student monitors take lunch orders to the café during home group. This is always a pair. Monitors return at 12:30 to pick up the orders.

## **Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

Yard duty will be moved indoors on wet and extreme weather days. Designated areas for primary and secondary students will be posted on Compass by the Assistant Principal.

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 signed in (excluding drop off and collection periods)
- ensure students remain in their designated 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 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 teacher is unable to conduct yard duty at the designated time, they should contact the Assistant Principal 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 but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should call/face time the Assistant Principal or send a message to the office, and not leave the designated area until a relieving teacher has arrived.

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 student is required to leave the classroom due to disruptive behaviours, please refer to the *Student Wellbeing and Engagement Policy*.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a teaching colleague or the Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### **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. Students must notify their teacher if they are leaving the grounds for lunch.

### **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.

### **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](#)

### **Digital devices and virtual classroom**

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

Victorian College for the Deaf 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. 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.

### **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.

### **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.

### **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.

### **Independent study**

Some senior students may have a study period during the week. This will be timetabled as a formal 'private study' where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions.

## Supervision of students 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.

## Other areas requiring supervision

Arrangements for primary students using the bathroom are outlined in our Child Safety risk register and communicated with relevant staff in PLT meetings.

## COMMUNICATION

This policy will be communicated to the school community via:

- Staff induction and handbook
- Staff meetings as required

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
  - [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](#)

## REVIEW CYCLE

This policy was last updated on 8<sup>th</sup> August 2022 and is scheduled for review in **August 2023**. This policy will also be updated if significant changes are made to school grounds that require a revision of Victorian College for the Deaf's Yard Duty and Supervision Policy.

This policy does not require school council approval. It was endorsed by the School Improvement Team (SIT) and the Principal on: 19<sup>th</sup> September 2022

