

YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Keilor Downs College'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

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.

This policy applies to all teaching and non-teaching staff at Keilor Downs College, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Keilor Downs College's grounds are supervised by school staff from 8.35am until 3.16pm. Outside of these hours, school staff will not be available to supervise students.

Before school the front gates of the school and the entry gates on Wanaka Drive will be supervised. Afterschool the bus pick-ups on Odessa Ave and Wanaka Drive, as well as the front gates and crossing will be supervised.

Students who may wish to attend school outside of these hours such as on weekends or school holidays may be required to sign in at the Administration Office. Students may also access the library on school days between 8 am and 4 pm (3.30pm on Fridays).

Yard duty

All staff at Keilor Downs College are expected to assist with yard duty supervision and may be included in the yard duty supervision timetable.

The Daily Organiser and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Keilor Downs College, school staff will be designated a specific yard duty area to supervise as part of their allotment.

The designated yard duty areas for our school Term 1, 2019 are included in **Appendix 1**.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in each staff room.

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

During yard duty, supervising school staff must:

- methodically move around the designated zone as outlined in **Appendix 1**.
- 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 or report it at the General Office.

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 Daily Organiser 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 Administration area 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 contact the General 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 teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the nearest staffroom or the General 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated on **June 4th 2019** and is scheduled for review in **February 2019**. This policy will also be updated if significant changes are made to school grounds that require a revision of Keilor Downs College's Yard Duty and Supervision Policy.

APPENDIX 1

KDC YARD DUTY 2019

Yard duty is a part of the allotted duties for all staff. You are required to arrive on time and actively supervise your area. Take your mobile phone with you OR collect one from the general office.

COMMON DUTIES TO ALL AREAS:

- ✚ Ensure all students are behaving in a safe manner.
- ✚ Please **arrive** to your designated area **on time**.
- ✚ Unwanted visitors should be asked to leave the school grounds.(Please notify the office ASAP)
- ✚ Students are responsible for cleaning the area they are using.
- ✚ Report any problem encountered while in the yard.
- ✚ Water fights are banned at KDC.

SPECIFIC DUTIES FOR EACH AREA ARE AS FOLLOWS:

AREA 1 (One person)

- ❖ This area is strictly **out of bounds** to all students at recess and lunch.
- ❖ Students should not be outside of the schoolyard or talking to visitors outside the school gates.
- ❖ Teacher on duty in this area must patrol the whole length of the front of the school up to and including the gates near ESL/International house and around the building.

AREA 2 Canteen (Two people)

- ❖ Ensure that students at the canteen are lined up in an orderly fashion, in their correct Year level lines
- ❖ Students not buying goods should be waiting **behind the yellow line**.
- ❖ The canteen closes as soon as the first bell rings (this includes sales at the vending machines).
- ❖ Teacher on duty during the second half of lunch should take a turn where possible to widen supervision area to give support to teacher in area 5 (once things have quietened down in the canteen).
- ❖ Where possible there will be a second person for the first 10 minutes of lunchtime yard duty in the canteen to help.
Person 2A –will need to specifically supervise the students lining up for canteen.

Person 2B- will need to specifically supervise student access and use of the ‘sandwich toaster and microwave bay’ in the canteen

AREA 3 (One or Two)

- ❖ All areas near the fence bordering the school are **out of bounds** to students.
- ❖ All areas beyond the track and field are out of bounds.
- ❖ **THE ABOVE POINTS RELATE TO AREAS OUT OF BOUNDS. PLEASE CHECK MAP FOR DETAILS.**
- ❖ No students to be sitting on the synthetic surface or inside the fence surrounding it.

- ❖ Only appropriate sports shoes are allowed on this surface. If shoes get muddy students must clean them before entering or re-entering.
- ❖ No food or drink is to be consumed on this surface.
- ❖ As this is a large space, when there are two staff on duty, they need to be on opposite sides of the oval.

❖ **CRICKET nets are out of bounds**

AREA 4

- ❖ No students to be sitting inside the green courts or asphalt courts.
- ❖ No food or drink is to be consumed on the green courts or asphalt courts.
- ❖ Appropriate games only to be played on green courts and asphalt courts (soccer and basketball).
- ❖ Teacher on duty is to also walk around the perimeter of the netball court and courtyard between courts and canteen.
- ❖ Teachers in this area to regularly check the E block toilets.
- ❖ All areas near the fence bordering the school are out of bounds to students.

❖ **CRICKET nets are out of bounds**

AREA 5

Teachers on duty to circulate and help out in canteen area during the busy first half of lunchtime.

- ❖ This is a passive area, except for the areas designated for downball between A and H Blocks.
- ❖ Teachers in this area to regularly check the A block toilets.
- ❖ Teachers in this area to circulate around H block (refer to map).

AREA 6

- ❖ Teachers need to check all toilets in this area regularly.
- ❖ Check that all E block, D block and J block rooms are closed (windows and doors).
- ❖ Teachers in this area need to make a circuit through E block and around D block, FLC and careers office.
- ❖ Teachers need to ensure that down ball is being played in the designated area only.

AREA 7

- ❖ Students should not be outside the schoolyard or talking to visitors outside the school gates.
- ❖ Students should not be near the fenced areas.
- ❖ Teachers in this area need to check the toilets at the end of B block.
- ❖ Teacher needs to walk in a circuit around B Block, which is a passive area for chess and relaxation and out through to C Block courtyard. and ensure that play equipment is being used appropriately

AREA Library

- ❖ Students are not allowed to bring food or drink into the library.
- ❖ Students need to be located in the area of the library that is appropriate to their activity, see charts around the library.
- ❖ If students are not behaving appropriately in the library they need to be asked to leave.
- ❖ Students need to be seated at all times unless photocopying or selecting books from the shelves.

- ❖ Students should not be huddled in groups amongst the shelves.
- ❖ There should not be more than 4-6 students around a table playing games quietly.
- ❖ Students need to return all books and games to the front desk at the end of lunchtime.
- ❖ Students need to be discouraged from using digital devices inappropriately eg. the playing of violent games.
- ❖ Teachers need to be walking around actively supervising.
- ❖ If the library gets too full please ask a library staff member to lock the library entrance door.
- ❖ If the queue for the photocopier/printer is too long encourage students to go to alternate “find me printers” around the school.
- ❖ Make sure that students place their chairs back neatly before they leave.

AREA FLC (One person)

- ❖ For term 1, 2 (except during exams) and 3, there will be staff member on duty in the FLC.
- ❖ Teachers on duty here at the start of lunch are to distribute the box of games brought over from the library by the duty students.
- ❖ Teachers on duty here at the end of lunch are required to supervise the collection and boxing of games ready for pick up by the duty students, who will return them to the library.
- ❖ Teachers on duty need to ensure that students behave appropriately ie. No running around, no food no loud music. Students need to comport themselves as if in the library.

Please seek support from the nearest staffroom if any difficulties arise.

INSTRUCTIONS FOR BEFORE SCHOOL YARD DUTY

Wanaka Gates and Area 1:

- ❖ Make sure students are not in car park.
- ❖ Encourage students to come into the school grounds and not congregate outside gates.

INSTRUCTIONS FOR AFTER SCHOOL YARD DUTY

It is very important that all teachers on after school duty be at their designated location **before** the **3.01 bell** rings.

BUSES:

WANAKA AND ODESSA

- ❖ Make sure students are not standing on the road while waiting for buses.
- ❖ Ensure that students board the bus in an orderly fashion

GATES:

- ❖ The school crossing is located in front of the main gate, please assist in the smooth exit of the students from the college.
- ❖ Encourage students to use the school crossing and not to simply cross over further down the street

RECESS AND LUNCHTIME WET/HOT WEATHER ARRANGEMENTS**The following rooms will be available for students:****H3, H5 & H4, H6****The following areas are out of bounds for all students:**

Front of school (Area 1)

Ovals (Areas 3 & 8)

Yard Duty staff are to supervise these areas:

Former Yard Duty Area	Please supervise:
Area 3	H4 & H6
Area 4	H3 & H5

All other staff should supervise their areas as usual.**TIMES YARD DUTY FOR 2019**

WHEN		TIMES	MINUTES	FRACTION
Before School	BS	8.35 – 8.50	15	0.3
Recess	RE	10.40 – 11.00	20	0.4
Lunch	L1	12.37 – 12.47	10	0.2
	L2	12.47 – 1.02	15	0.3
	L3	1.02 – 1.17	15	0.3
	L4	1.17 – 1.27	10	0.2
After School	AS	3.01 – 3.16	20	0.3

* All full time teachers are expected to do 45 minutes (represented as 0.9 on TT) of yard duty.

* 0.8 part time teachers are expected to do 36 minutes, as this won't be possible they will be doing 35 minutes (represented as 0.7 on TT).

* 0.6 part time teachers are expected to do 27 minutes, as this won't be possible they will be doing 25 minutes (represented as 0.5 on TT).

* 0.4 part time teachers are expected to do 18 minutes (represented as 0.4 on TT).

