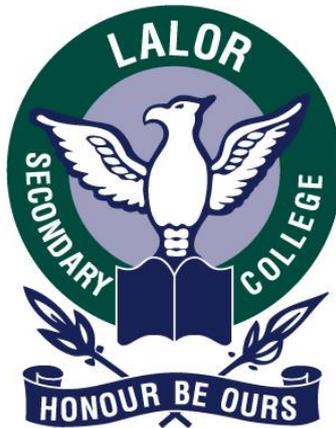


Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au



LALOR SECONDARY COLLEGE

Yard Duty and Supervision Policy 2018-2020

AIM

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

Date ratified by School Council: 22nd March 2018
Review date: March 2020

PURPOSE

The purpose of this policy is to explain to staff Lalor Secondary 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.

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 Lalor Secondary 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

Lalor Secondary College grounds are supervised by school staff from 8.30am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school supervision is offered on-site between the 300 and 400 buildings as well as at the Dalton Road & David Street crossings. Supervision is also provided at the Lorne Street park.

Students who may wish to attend school outside of these hours are encouraged to make the necessary arrangements with their supervising teacher.

Yard duty

All teaching staff at Lalor Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

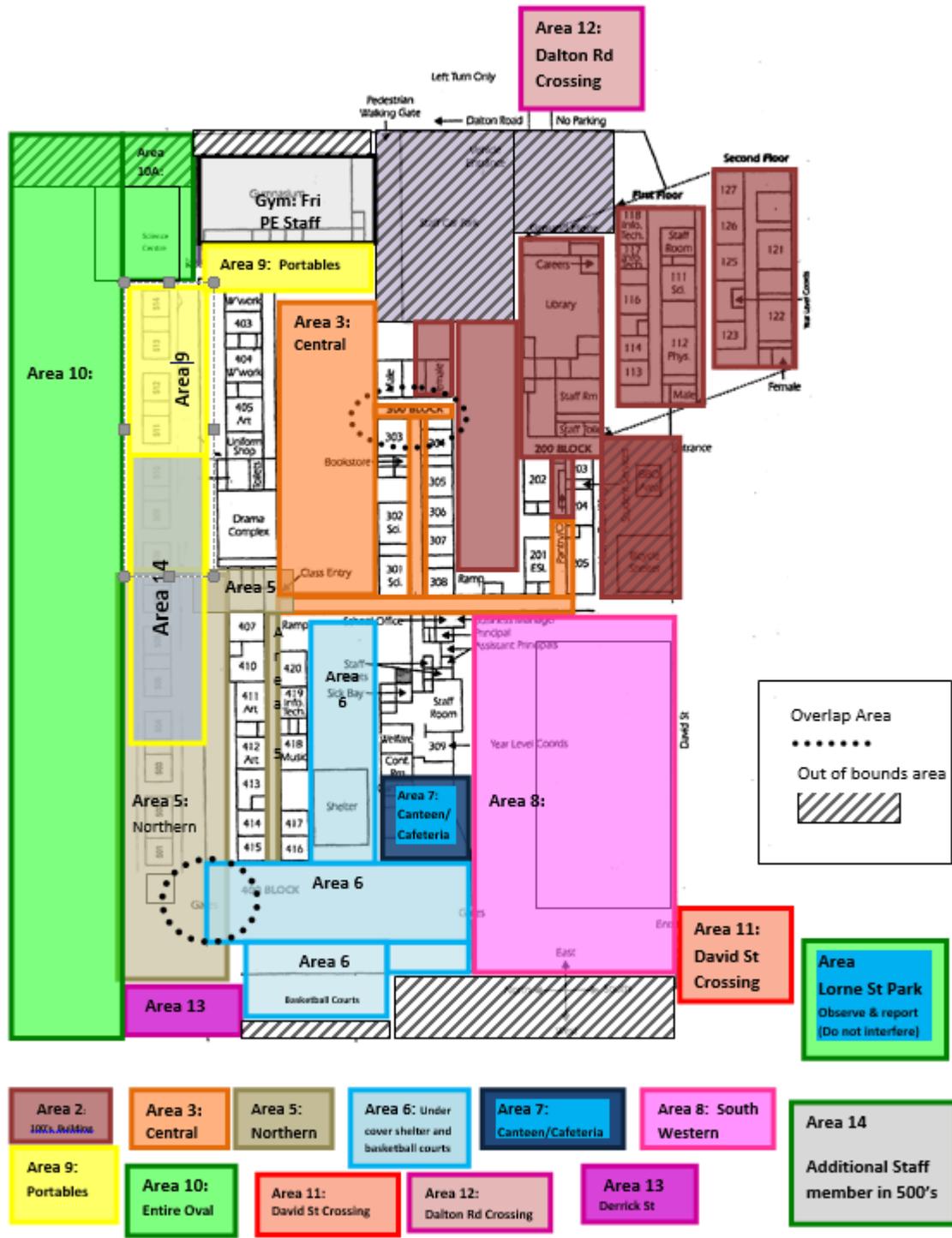
The Strategic Operations Leader is responsible for preparing and communicating the yard duty roster on a regular basis. At Lalor Secondary College, staff will be designated specific yard duty areas according to the guide shown below and in line with the schools Long Term Planning Document.

The designated yard duty areas for our school (as at Term 1, 2018) are:

Area	Description
2	<ul style="list-style-type: none"> • Clear 100s rooms and corridors. Lock all other rooms. • Check that Dalton Road stairway door is locked. • Supervise building ensuring students don't enter first or second floor. • Move students to lockers on the first bell and clear students away from their lockers • Supervise staff car park – these are out of bounds for students • Check car park area behind Gymnasium Dalton Rd - this is out of bounds for students • School fence line (perimeter) is out of bounds. Move students if necessary • Supervise toilets regularly. <ul style="list-style-type: none"> ○ Ensure only Yr11 & 12 Students attend the toilets in the 100's building ○ Ensure only Yr7-10 students attend the toilets in the 300's building. ○ Ensure students DO NO LOITER around both toilets, move them along. ○ Any breach must be reported to the general office ○ CCTV footage will be regularly viewed to ensure these guidelines are followed
3	<ul style="list-style-type: none"> • Clear 200s/300s rooms and corridors and lock all doors except the door near the General Office. • Ensure all rooms are locked. / Supervise toilets regularly. • Supervise yard between 300s and 400s technology wing • Unlock outside doors on first bell (or just prior). • Move students to lockers on the first bell and clear corridors of students by the second bell.
5	<ul style="list-style-type: none"> • Clear 400 rooms and corridors and lock all doors except the external door next to the Drama Centre. • Ensure all rooms are locked. • Supervise yard between 300s and 400s wings (West of covered walkway) • Unlock doors on first bell (or just prior). • Move students to lockers on the first bell and clear corridor of students by the second bell / Assist with yard duty in 500's (portables) • Supervise toilets regularly.
6	<ul style="list-style-type: none"> • Supervise Canteen Undercover • Ensure areas are left in a clean state and ensure students are using the bins provided • Ensure students are not sitting on the tables in the undercover area • Upon the first bell move students away and ensure students assist in clearing mess in cafeteria and undercover area.
7	<ul style="list-style-type: none"> • Unlock cafeteria doors. • Supervise queues at canteen (bank system). • Supervise canteen / cafeteria • Ensure canteen area is left in a clean state. • Move students to lockers on the first bell and proceed to 400's corridor and clear corridor of students by the second bell. • Students in the cafeteria should be seated at the tables provided. (5 seats per table) • Ensure furniture in the cafeteria is not moved and that students are sitting on seats around tables
8	<ul style="list-style-type: none"> • Supervise south western yard area including shaded area near synthetic courts • Supervise David Street area • School fence line (perimeter) is out of bounds. Move students if necessary • Supervise new court area and ensure students are wearing correct footwear and not eating or drinking on new area • Ensure that only students engaged in recreational activity are in the area • Move students to lockers on the first bell. • Proceed to 200s corridor to assist teacher on duty in clearing corridor of students by the second bell. • Check Behind Bus Shelter, this is out of bounds for students
9	<ul style="list-style-type: none"> • Clear 500's and ensure all doors are locked • Clear students from between 400's and 500's including steps to the portables • Ensure area remains clean • Regularly check that students are wearing correct footwear on the synthetic courts • Upon the first bell move students to lockers and assist in the 400's corridor.
10	<ul style="list-style-type: none"> • Oval is out of bounds at recess • School fence line (perimeter) is out of bounds. Move students if necessary • Supervise oval area including dipped area near northern boundary

	<ul style="list-style-type: none"> • Ensure students are not eating on oval • Ensure that only students engaged in recreational activity are on oval • Move students to lockers on the first bell. • Move into 400's corridor and assist with supervision and clearing corridor of students by the second bell
11	<p><u>Before School</u></p> <ul style="list-style-type: none"> • Supervise David Street entry/exit area and direct students to use the school crossing • Check that students riding bicycles are observing road laws & wearing safety helmets • Ensure that students do not visit the shops once they're dropped off <p><u>After School</u></p> <ul style="list-style-type: none"> • Supervise David St school gate direct students to use the school crossing. Students must use pedestrian walkway and pedestrian gate when exiting the school. Check that students riding bicycles are observing road laws & wearing safety helmets
12	<p><u>Before School</u></p> <ul style="list-style-type: none"> • Supervise Dalton Rd entry/exit area and direct students to use the school crossing • Check that students riding bicycles are observing road laws & wearing safety helmets <p><u>After School</u></p> <ul style="list-style-type: none"> • Supervise Dalton Rd school gate direct students to use the school crossing. • Students must use pedestrian walkway and pedestrian gate when exiting the school. Check that students riding bicycles are observing road laws & wearing safety helmets • Ensure student do not exit via the staff car park gate. They must use the pedestrian gate gym side of the staff car park
13	<ul style="list-style-type: none"> • Supervise Derrick St Rd school gate. • Check that students riding bicycles are observing road laws & wearing safety helmets
14	<ul style="list-style-type: none"> • Additional person in 500's • Clear 500's and ensure all doors are locked • Clear students from between 400's and 500's including steps to the portables • Ensure area remains clean • Upon the first bell move students to lockers and assist in the 400's corridor.
Lorne St Park	<ul style="list-style-type: none"> • Supervise Lorne St Park • Please observe students, do not interfere in poor behaviour • If students are NOT following school values, report students to relevant Managers

LALOR SECONDARY COLLEGE – Yard duty map 2018



School staff must wear their individually provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will also be stored in the 300's staffroom for those staff who have temporarily misplaced theirs.

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
- 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 to the appropriate staff member.
- 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 Daily Organiser 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 send a message to the office and Daily Organiser to contact the staff member 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 a Principal Class member 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. 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. Please refer to the Lalor Secondary College Camps Policy for more information.

Parents and Students

Lalor Secondary College 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.

All teaching staff participate in Lalor Secondary College's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas as listed above.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school according to the information listed above. After school, staff supervise the areas listed above until 3.30pm. Students on school grounds outside these times will not be supervised (unless they attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school programs or a pre-arranged supervised activity (i.e. sports practice).

Lalor Secondary College 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
- First Aid
- grounds management and tree maintenance
- student private property.

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

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy will be updated if significant changes are made to school grounds that require a revision of Lalor Secondary College Yard Duty and Supervision Policy and according to the schedule on the cover page.