

Dromana College Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Dromana Secondary College by telephoning 03 5987 2805

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Dromana College, 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

Dromana College grounds are supervised by school staff from 8.35am until 3.48pm -or until the last scheduled bus departs. Outside of these hours, school staff will not be available to supervise students unless explicit notification is made.

In the mornings before classes begin yard supervision is provided in the bus drop-off area, the oval and Year 7 area. After school all students are directed to wait calmly for their bus in the bus pick-up area, where supervision is provided until the final bus departs.

Yard duty

All Teaching staff at Dromana College are expected to assist with yard duty supervision and will be included in their Compass roster.

The Principal via the Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Dromana College school staff will be designated a specific yard duty time and area to supervise. The information will be communicated on each teacher on their "Compass Dashboard"

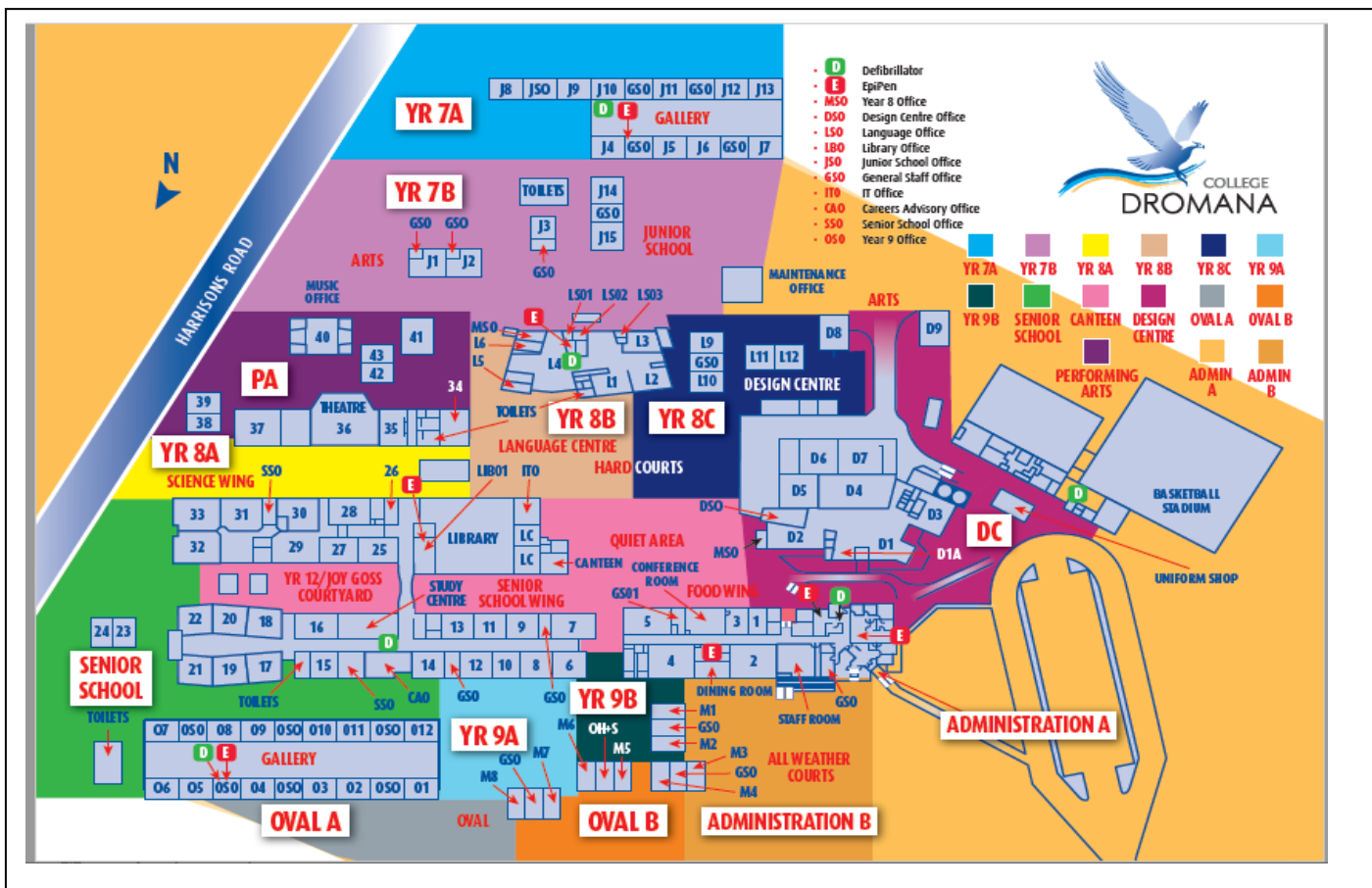
Yard duty zones

The designated yard duty areas for our school For 2023 are:

Yard Duty Area	Out of Bounds Areas	Points of Note
Year 7 Area (A)	<p>Out of Bounds Areas 10 metres from Harrisons Rd fence to the fenceline Behind (south of) the Junior school buildings (on the reservoir side). The car park between Year 7 area and Language Centre</p>	<p>Watch for unsafe play on playground equipment and in the ball sports area Check the toilets regularly Watch for students moving into the out of bounds areas Make sure students are not misbehaving in the Gallery area and move them outside if the weather permits Students from year levels other than Year 7 should not enter this area</p>
Year 7 Area (B)	<p>Out of Bounds Areas The Western end of Year 7 buildings. The Car Park between Year 7 area and Language Centre Behind (south of) the Junior school buildings</p>	<p>Keep students away from Maintenance area Move students through the car park between the Year 7 area and the Language Centre Monitor Students in the Gallery area and move them outside if the weather permits. Students from year levels other than Year 7 should not enter this area</p>
Performing Arts Area	<p>Out of Bounds Areas 10 metres from Harrisons Rd fence The Car Park between Year 7 area and Language Centre Students should not be in the theatre, its foyer or music room unless there is a teacher with them.</p>	<p>This area requires checking around the music room, theatre entrance, performing arts rooms and the portables in this area. Students around Harrisons Road need regular monitoring. Watch for suspicious behaviour around toilet doorways and foyers, including the boys' toilet in the theatre building</p>
Year 8 Area (A)	<p>Out of Bounds Areas 10 metres from Harrisons Rd fence Students should not be in the theatre unless supervised</p>	<p>This involves patrolling the area between the theatre and the science wing/covered area. Watch for unsafe play on the basketball courts. Watch for suspicious behaviour around toilet doorways and foyers, including the girls' toilets in the Theatre building.</p>
Year 8 Area (B)		<p>Watch for unsafe play on the basketball courts. Check the covered area with the tables and chairs in front of D8. Check the spaces and doorways in between the Language Centre and the portables. Encourage students not to linger near the locker area next to the language centre</p>
Year 8 Area (C)	<p>Out of Bounds Areas Maintenance Area Car Park between Year 7 area and Language centre - students can move directly across but not linger</p>	<p>Circulate the full east – west dimensions of this area. Watch for student inappropriate behaviour around L10 and D8, and outside L11, 12. Check the spaces and doorways in between the Language Centre and the portables.</p>
Year 8 Area – Before school	<p>Out of Bounds Areas Maintenance Area Car Park between Year 7 area and Language centre 10 metres from Harrisons Rd fence</p>	<p>Circulate across the dimensions of this area (essentially Areas 8A, B & C)</p>
Design Centre Area	<p>Out of Bounds Areas Areas to the west of walkways - behind the Gymnasiums and D8 and D9 Maintenance Area</p>	<p>Much of this area is a transit way. Teachers should circulate around the west and northern side of the Design centre. The area behind the design centre is not an area for football or kicking balls. Four square or similar games are acceptable. Sometimes from this area you will see students entering the gym at recess. The gym is not supervised then - please remove the students and if possible lock the door to prevent further entry. Sometimes from this area you will see students moving behind the gym into the wooded area. Please call them back if you can, or if they continue on, report the fact that students are in the bushland to administration as soon as</p>

		possible. You do not have to follow them into the bush unless you think you can quickly catch up.
Admin A	<p>Out of Bounds Areas West of the main stadium entrance. Car park, parked buses and entry/exit road Behind the Gym on the south and west sides Front entrance to school, outside the bus car park fencing</p>	<p>This area requires the teacher to circulate between the front of the Admin area and front of the Gym. It also requires surveillance of the front of the school down to tennis courts Move students away from the Admin entrance. Sometimes from this area you will see students entering the gym at recess. The gym is not supervised then - please remove the students and if possible lock the door to prevent further entry. Sometimes from this area you will see students moving behind the gym into the wooded area. Please call them back if you can, or if they continue on, report the fact that students are in the bushland to administration as soon as possible. You do not have to follow them into the bush unless you think you can quickly catch up.</p>
Admin B	<p>Out of Bounds Areas Front entrance to school The grassed area below the Bike Shed. Students should not approach the special school. The ramps and steps to courts are a transit area only - not an area for sitting/standing</p>	<p>The multipurpose courts are not an area for sitting or standing about – only students actively engaged in games should be on the courts. Students are not to sit/stand around steps/ramps and the entrance to the Admin area. Students are not to sit/stand on the ramps leading to the multipurpose courts Check for unsafe play on play-ground equipment The grassed area in front of the staff room is not a place for football or soccer</p>
Senior School	<p>Out of Bounds Areas 10 metres from Harrisons Road fence The Green Spot</p>	<p>Teachers are required to circulate from rooms 23/24, along the Harrisons Road boundary and onto the asphalt area/courts in front of the Senior School. Watch for students in the vicinity of Harrisons Road and Oval area No Football to be played here – down ball and 4 square are ok Keep an eye on the Green Spot garden</p>
Canteen Area	<p>Out of Bounds Areas Inside the canteen, (unless a student canteen assistant/employee)</p>	<p>Students rush to the canteen at the start of Recess and Lunch. Arrive at this duty area as soon as you can. Ensure queues are orderly – watch for pushing in. Bullying can take the form of “approaching” younger/smaller students for money/change. Students who have made a purchase, or who are waiting for friends in the queue, should wait well back from the queues. Stand where you can keep an eye on both the senior and junior serving areas, or if 2 people are on duty supervise one each. The “quiet area” is also part of this area –no games are to be played there.</p>
Year 9 Area (A)		<p>Ensure you circulate in and around the area. No football or soccer on the asphalt area. Downball and 4 square are OK, and basketball at the ring at the end of the area.</p>
Year 9 Area (B)		<p>No football or soccer on the asphalt area. Downball and 4 square are OK, and basketball at the ring. Check the locker area outside room 6 regularly.</p>
Oval Area (A)	<p>Out of Bounds Areas Harrisons Rd Boundary.. Students shouldn't be in the scrubby area along Harrisons Road, below the water tanks.</p>	<p>It is best to take up a position on the oval where you can observe the Harrisons Rd boundary Essentially - games only on the oval. Keep an eye on students across north side of oval. No students should be moving off the bottom edge of the oval. Watch the kids around O block. Students are not allowed on the oval if the oval is too wet, only the sides and seating area. Before school, the oval is out of bounds.</p>
Oval Area (B)	<p>Out of Bounds Areas Specialist School boundary - in particular students should not be on</p>	<p>Circulate around the side of the oval closest to the special school.</p>

	the side of the grassed area that looks directly into the Specialist School. Bush/farm area below the Specialist School. Students shouldn't be in the area past the bike shed	Keep students well away from the Specialist School area. They should not be moving towards the scrubby area at the bottom of the Specialist School. Students should not be lingering in the area below the bike shed.
Bus Duty – Morning	Out of Bounds Areas West of main stadium entrance. Car park and entry/exit road Behind the Gym's south or west sides Front entrance to school Gardens and paths along south side of Tennis courts	Direct students off the bus and into school yard - into the area behind the protective fencing. Students should be discouraged from lingering in the bus car park.. Ensure students behave calmly and safely as they enter the College/wait for friends.
Bus Duty - Afternoon	Out of Bounds Areas West of main stadium entrance. Car park and entry/exit road Behind the Gymnasium on the south, west sides Front entrance to school Gardens and paths along south side of Tennis courts	Keep students behind the protective fencing, Students should not wait for their buses in the bus parking area. Ensure orderly access to the buses – prevent pushing and shoving as students enter their buses. Ensure students behave calmly and safely as they wait for their bus. Ensure you monitor and redirect any pushing and shoving as they assemble to get on the buses, (especially late buses). Students may be scattered around the school while waiting for the bus - the teacher must be in the bus car park area.
Gymnasium - Lunch	Do not open the gym unless there is another teacher down there with you. No spectators. No food in the gym.	Wear your vest. Students must be wearing sneakers to play in the gym. No school shoes. No one is to play in socks. Basketballs only in the big gym, unless there is sports training going on. You can get out basketballs from the store room, but then the store room must be locked. Close up at about 1.35 to get all equipment back and kids out.
Mezzanine Area in gym - Lunch	Upstairs in the gym You need to be health/PE trained to open this, otherwise, leave this area locked and help in the gym area instead.	
Library - Recess and Lunch	Wear your yellow vest On Private study only days - students can read a book or work on their individual tasks. They must have something with them. No board games or card games on private study days. No food or drink should be consumed in the library. Students should not bring their bags into the library	There are different regulations for each day: Monday - all students Tuesday - private study only Wednesday - Year 12 only Thursday Private Study only Friday - all students
O Block Toilets	Teacher should be in a position to observe students moving into and out of the toilets The toilets themselves should be regularly checked to ensure a safe environment is maintained. If needed, call on one of the Year 9 staff of another gender to check the other toilets if you are suspicious about student behaviour.	
M Block	Out of bounds The doorways and gardens of the M block area	Walk up and down the area ensuring students move through and don't linger in this space. Check rooms to make sure they are locked and students have not snuck inside.



- Be on time to your yard duty – legal liability applies. When on yard duty for the first half of lunch, you need to stay till the person on the second half of lunch arrives. Call the office if your replacement doesn't arrive in a timely fashion.
- Keep track of time if you have yard duty for Lunch 2.
- Avoid giving detentions at recess or lunchtime at breaks you are scheduled for yard duty. Don't stop to heat up food for lunch before going out if you are timetabled on for the first half of lunch.
- Wear your Hi-Vis vest on duty so you can easily be seen by students. Carry your mobile phone.
- Be proactive and watchful. The behaviour you walk past becomes the accepted norm!
- Provide guidance and explicitly direct student behaviour where necessary – be calm and courteous. Avoid confrontation. Offer positives.

Call the office or send a DL for help should you require assistance with a difficult situation or need first aid for a student

Yard duty equipment

College staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored [insert detail]
- be aware of locations of stored First aid bags and defibrillators – see map.

Yard duty responsibilities

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 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 a visitor pass and have signed in (excluding drop off and collection periods).

- ensure students remain in 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 in 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 -if there is an identified need - 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 Daily Organiser or another staff member (to fill in) 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 an [Assistant Principal] 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 send a message to the office or call an Assistant Principal 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 or lunchtime.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class time. Adequate arrangements must be made for any student in their class who is sent from the room or given permission to leave the room.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact arrange for assistance from a colleague or School Leader 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Dromana College 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

If, at any time Dromana College students are participating in remote and virtual learning from home, parents will be responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored

- 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.

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.

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](#)

Independent Study

Year 12 students only will have one study block of two sessions per week. This will be timetabled as a formal 'study hall' 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 without following the usual College protocols for students leaving the campus. That is, parent permission to sign out for a specified reason.

Supervision of student 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Published publicly on the College Website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required.
- Included in our staff handbook
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

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](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)

- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Approved by	Principal
Next scheduled review date	November 2024

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