



Help for non-English speakers

If you need help to understand the information in this policy please contact the General Office on 9724 2900.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Croydon Community School, including education support staff, casual relief teachers and visiting teachers.

POLICY

Appropriate supervision is an important strategy to monitor student activity 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, 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.

BEFORE AND AFTER SCHOOL

Croydon Community School grounds are supervised by staff before school, and after school. School grounds are supervised before school from 8:30am and after school until 3:10pm. Students on school grounds outside these times will **not** be supervised, unless they are attending a supervised extracurricular activity.

Before and after school, one school staff member will position at the front area to supervise the one entrance/exit of the school and oversee the central courtyard.

Students who wish to attend school outside of these hours are encouraged to wait either in or out of the front office, or report to the Wellbeing Centre. 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined in this policy.

Yard Duty

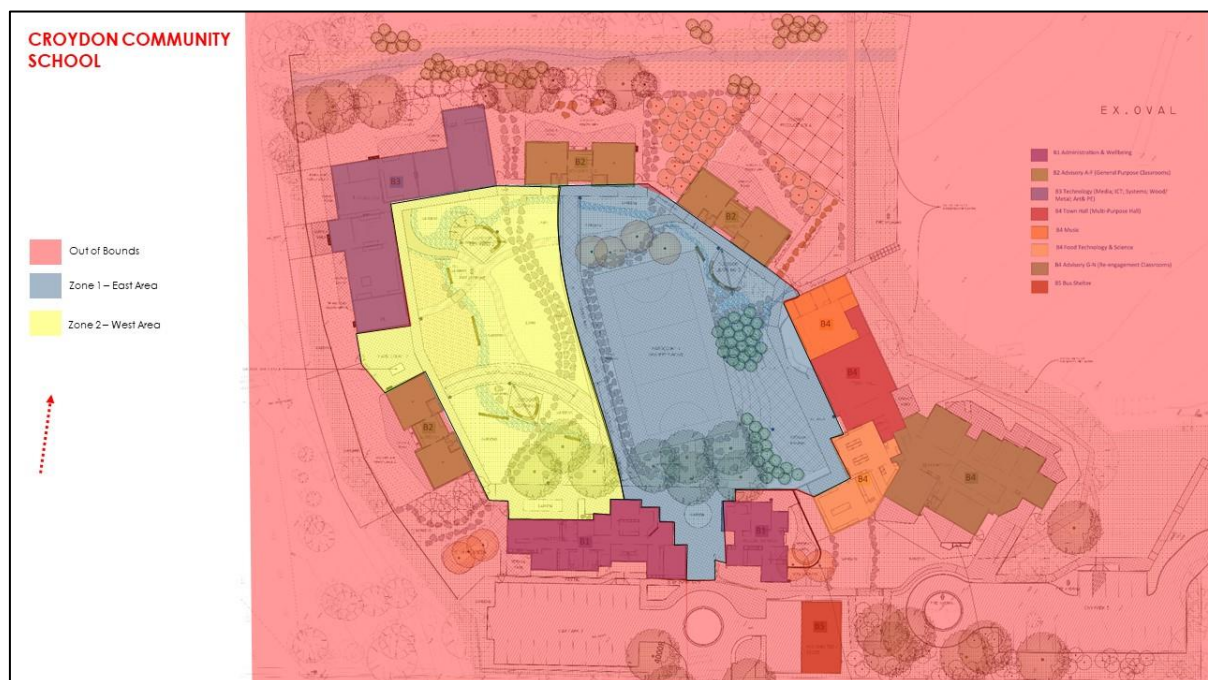
All staff at Croydon Community School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Croydon Community School staff will be designated a specific yard duty area to supervise.

Yard Duty Zones

The designated yard duty areas for our school as at Term 4, 2023 are:

Zone	Area
Area 1	East area – Pathways and central area in front of Advisory C/D, E/F, Outdoor learning area 3, pathway to oval and produce garden, Music, Town Hall, Café, Science, Wellbeing, across Basketball court and lower seating
Area 2	West area – Pathways and central area in front of Administration, staffroom, Advisory A/B, PE, Technology, Media, Art, across outdoor learning areas 1 and 2 and upper courtyard.
Area 3	Croydon Reengagement Centre (CRC)



Yard duty equipment:

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be allocated to all staff. Care and cleaning of these is staff responsibility.
- Spare vests are stored near the pigeonholes in the staffroom. These will be cleaned by the school each term or earlier if needed.
- Always carry the portable yard duty first aid bag during supervision. The yard duty first aid bag will be stored near the pigeonholes in the staffroom.
- Carry a mobile phone for emergency use only during supervision. The phone must not be used for personal or other work-related purposes during this time. The school's general number of 9724 2900 should be stored on it.
- Be familiar with student health and safety information regarding known allergy and asthma sufferers, epileptics, and any students who may pose a risk to the safety or wellbeing of others.

Yard duty responsibilities:

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

During yard duty, supervising school staff must:

- methodically move around the designated zone, ensuring that they are within line of sight of but at the furthest point from the other supervising teacher.
- 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.)
- Where potentially not safe to approach a visitor, immediately notify the General Office for support.
- be alert and vigilant
- Position the body to face into the central area
- Refrain from participating in any sporting activities or engaging in extended conversations with students
- Be constantly moving
- 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, and if appropriate, Edusafe.

If being relieved of their yard duty shift by another staff member, 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 staff member 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 staff member 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 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 should call Administration 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. This includes in rear learning areas and outdoor learning spaces.

- Students in Year 7 – 9 who are working in spaces such as the produce garden or orchard must always be accompanied by a staff member
- Students in Year 10 – 12 who are working in spaces such as the produce garden, orchard, or music can negotiate to work without direct supervision where the work is essential to their learning plans and a written agreement of expectations has been negotiated with teachers and parents/carers. Where an agreement has been reached between a classroom teacher and parent/carers, students are required to report to the classroom teacher at the beginning and end of each class. The classroom teacher will take attendance and record the location where the student is undertaking work within the school grounds. The classroom teacher remains the responsible for the student in the case of emergencies and incidents (including first aid).

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact Administration for assistance. The silver call button can be used for this purpose. 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 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. The school will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Applications for excursions must be submitted on Compass events, not less than 4 weeks prior to the event. Full risk assessments are required for every excursion.

Digital devices and virtual classroom

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

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored for 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.

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 and Outlearning programs

When students are participating in workplace learning programs, such as internships, 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 (Senior Secondary Students)

Senior students do not have free study periods.

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.

Wellbeing Centre

The Wellbeing Centre will be supervised by staff specifically trained and experienced in providing for the needs of students. Wellbeing staff will take their rostered breaks at times other than student recess and lunchtimes and will not be included in yard duty rosters.

Communication

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

- 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

This policy should be read in conjunction with the following Department policies and guidelines:

- [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	October 2023
School Council/Consultation	N/A
Approved by	Bronwyn Harcourt - Principal
Next scheduled review date	October 2024 minimum review cycle for the policy is 2 years