Murrayville Community College

Yard Duty and Supervision Policy

HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Murrayville Community College on 03 5095 2001 or murrayville.cc@education.vic.gov.au.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Murrayville Community 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

Murrayville Community College's grounds are supervised by school staff from 8.35 until 3.25. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Murrayville Community College outside of these hours.

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 primary 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.

Secondary students who wish to attend school outside of these hours to complete a task or study will be expected to make arrangements with one of their teachers, VCE Coordinator or Principal.

Yard duty

All staff at Murrayville Community College are expected to assist with yard duty supervision and will be timetabled for set yard duties on the school timetable.

Yard duty zones

The two designated yard duty zones for our school are Primary and Secondary

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst Primary yard duty. Safety/hi-vis vests will be stored with the first aid bag in Primary kitchen.
- carry the yard duty first aid bag at all times during supervision. The Primary yard duty first aid bag will be stored in the Primary Kitchen. The secondary yard duty first aid bag will be stored on the coat stand in the Secondary Teacher Work area.
- Be familiar with the details of students with a medical alert. These details are kept on cards attached to the first aid bags.

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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 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)
- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate eg MCCPBS, Accident form, near miss register, Edusafe
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 front office/staffroom but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the front office/staffroom and not leave the designated area until a replacement 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.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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
Murrayville Community College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Murrayville Community 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.

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

- student attendance will be monitored through google classroom and regular check-ins
- 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 have timetabled periods for independent study. These students will undertake this study in the Year 12 common room or the library. Students will not be permitted to leave school grounds during these sessions.

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:

- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on 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	July 2025
Approved by	Principal
Next scheduled review date	July 2027

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