



### PURPOSE

The purpose of this policy is to explain to staff Portland Secondary College (Must Street & Victoria Parade campuses)'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 is 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 Portland Secondary College (Must Street & Victoria Parade campuses), 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

Portland Secondary College (Must Street & Victoria Parade campuses)'s grounds are supervised by school staff from 8:40am until 3:40pm. Outside of these hours, school staff will not be available to supervise students. Parents will be informed each year via the Newsletter the start and finish time of grounds supervision.

The yard supervision roster will basically require staff members to undertake yard duty before school, for recess or lunchtime, or after school on specific days or as negotiated with the Principal or nominee. The roster for supervision in the yard will require a minimum of three staff members on duty at any one time at the main campus and at least one staff member on duty at any one time at Victoria Parade Campus, responsible for supervising a designated area of the school.

Students who wish to attend school outside of these hours are encouraged to attend the library which is open until 4:40pm, or to attend the GLC which remains open to 5:30pm or to the staff member running any extra-curricular activities which occur outside of standard hours.



Parents/carers are to be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information will be clearly provided to parents/guardians on a regular basis through the College newsletter.

### Yard duty

Teachers at Portland Secondary College (Must Street & Victoria Parade campuses) are expected to assist with yard duty supervision and will be included in the roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Portland Secondary College (Must Street & Victoria Parade campuses), school staff will be designated a specific yard duty area to supervise.

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

### Yard duty zones

The designated yard duty areas for Portland Secondary College Must Street Campus as of Term 1, 2021) are

Zone	Area
Bus Zone	Includes full length of the Bus Loop
Zone B	External Library, 'A' Block, 'T' Block, Canteen and Gym
Zone C	External 'P' Block, GLG, Year 11 Locker Bay
Zone D	External 'J'Block, Administration
Library	Internal Library
Gym	Internal Gym court area

The designated yard duty area for Portland Secondary College Victoria Parade Campus as of Term 1, 2021 includes the front verandah of the house, the front house yard and supervision in the shed.

A Yard Duty Supervision Map of the Must Street Campus as attached as Appendix A.



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 Wellbeing and 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.

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 either organise a swap or 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 Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

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 student needs to leave the class he/she should be issued with an out of class pass which clearly indicates the time and the student's destination. If a student leaves class without permission staff must contact the appropriate Assistant Principal as soon as possible.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact Assistant Principal for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.

The school will provide staff supervision for bus students after school between 3.25 pm and 3.40 pm.



Sufficient teachers will be allocated by the school assistant principal or their nominee to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee. The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

### **Unauthorised student departure from school**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 1800 126 126 (24 hour service).

### **Early departure of students prior to dismissal time**

Students must be signed out of the school via the Compass Kiosk if departing prior to dismissal time. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.

No parents/carers are permitted to take students directly from the classroom.

Students can only be collected by a responsible person 16 years and over.

No students will be sent home on their own outside of normal dismissal time. The school must receive written permission from a parent/carer or the parent must come to the General Office before the school will authorise a student to be dismissed to attend an appointment during school hours.

### **Arrangements for students not collected after school**

Students remaining in the school yard awaiting collection after 4pm will be directed to the office waiting area.



If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

### **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.

### **Reengagement Centre (Victoria Parade Campus)**

All of the above conditions also apply at the Reengagement Centre except that all staff at the Centre are considered to be on duty whilst students are present with one staff member designated as being in charge. If an emergency arises and staff at the Centre need assistance, an Assistant Principal from the main campus will travel immediately to the Centre to provide on-site assistance.

### **Digital devices and virtual classroom**

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

Appropriate supervision of students participating in remote and flexible learning environments while on school site will be provided. In these cases, students will be supervised in the Global Learning Centre.

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 learning and VET programs**

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, or VET subjects at SWTAFE, 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 study blocks weekly. These blocks appear as non-timetabled classes in the student's timetable. At these times students are expected to study either in the College library or in the Global Learning Centre where teacher supervision and support will be provided. Year 12 Students who have a late start or early finish are permitted to leave school grounds during these sessions but must sign in and out using the Compass Kiosk.

### **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.

### **REQUIRED METHOD OF COMMUNICATION**

- Portland Secondary College Website
- Annual communication to school community via the newsletter
- Staff induction process
- Staff Knowledge Base



### FURTHER INFORMATION AND RESOURCES

- Duty Of Care Policy
- Camps and Excursions Policy
- Child Safety Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- the Department's Policy and Advisory Library (PAL):
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Structure Workplace Learning](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [Work Experience](#)
  - [School Community Work](#)

### REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Nov 2021	3	Portland Secondary College School Council	Sept 2022

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



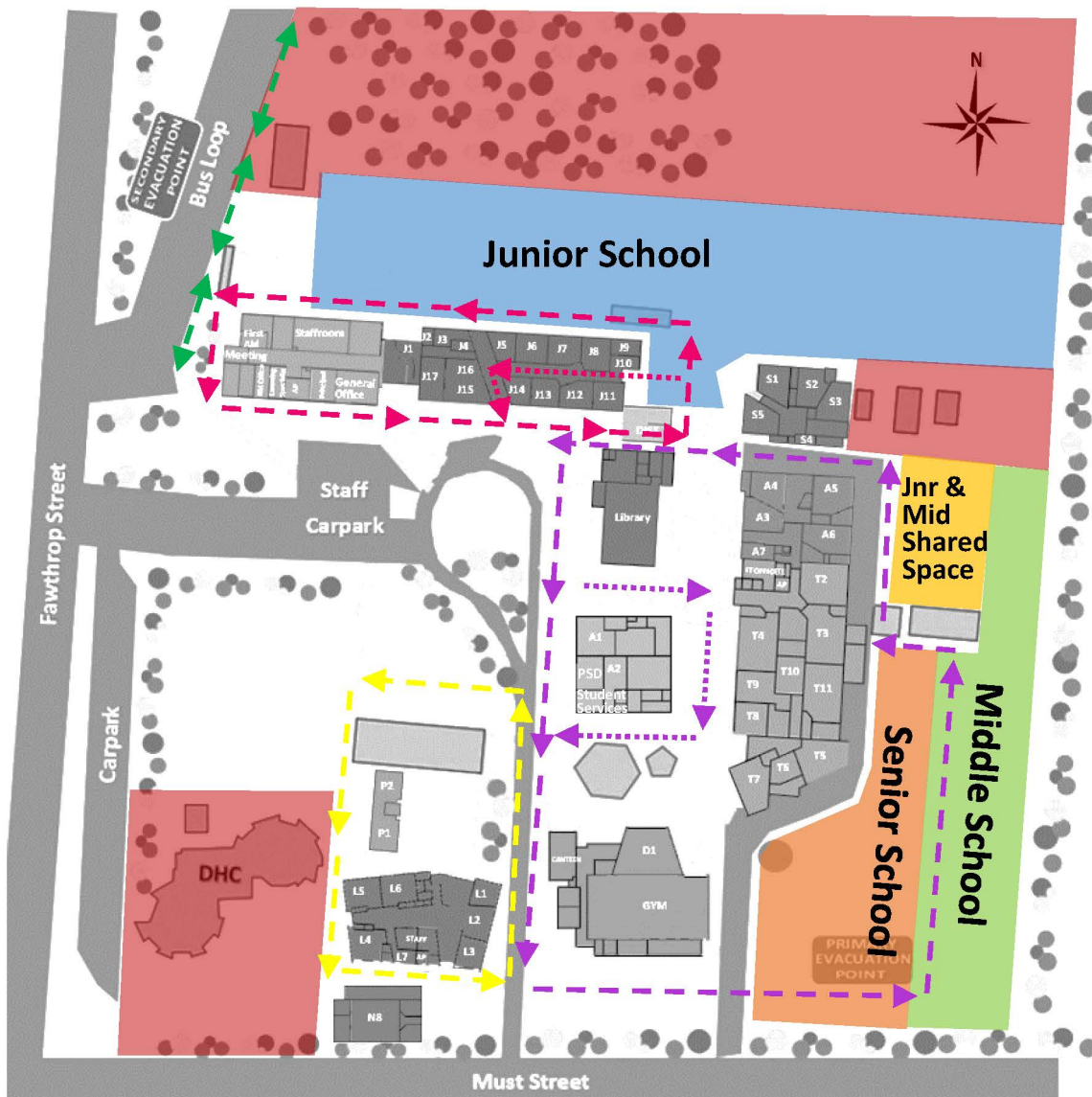
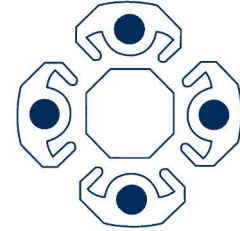
# Portland Secondary College

## Yard Duty and Supervision Policy

Appendix A

# Portland Secondary College

Must Street, Portland VIC 3305



- Out of Bounds
- - - Area B
- - - Area C
- - - Area D
- - - Bus Loop

### Remember

Area B should start at the Canteen Entrance for approx. 5mins.