



Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email (Kyabram.P12@education.vic.gov.au) or phone (03 5851 2100).

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Kyabram P-12 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

Kyabram P-12 College's grounds are supervised by school staff from 8:15 am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students.

The areas supervised before and after school include:

- Central courtyard outside the college's General Office (Yellow area on map)
- Bus bay
- Fischer Street drop off zone (front of school)

Specifically in relation to primary aged students:

Parents and carers will be advised through our college website and via our college newsletter that they should not allow their children to attend Kyabram P-12 College outside of these hours.

Families will be encouraged to contact our General Office on 5851 2100 for more information about the after-school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or assistant principal 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 member of the leadership team will consider whether it is appropriate to:

- attempt to contact the parents/ carers
- attempt to contact the emergency contacts
- place student in an out of school hours care program (if available and parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Specifically in relation to secondary aged students:

Students who wish to attend school outside of these hours will be expected to sign in and out at the double storey building using the allocated sign-in book, and work in room S1-4 until 4:30 pm. After 4:30 pm, students will need to exit the college grounds.

Yard duty

All staff at Kyabram P-12 College are expected to assist with yard duty supervision and will be included in the fortnightly roster.

The Timetabler/ Daily Organiser/ Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Kyabram P-12 College, 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 3 2023) are as listed:

	Yard duty area	Wet Weather area
Olive	5/ 6 Playground and Oval	Classroom teachers will supervise students in the respective classrooms/ buildings
Blue	Primary Oval and toilets	
Yellow	P-2 Playground and Centre	
Orange	Basketball courts and Front of school	
Red	3/ 4 Playground and P-2 LC Building	Y12 Learning Studio + YLC
Pink	Learning Studio, Music and Courts	Y7 & 9 Downstairs of Double Storey + YLCs
Magenta	Oorilim Avenue and Seating area	Y8 & 10 Upstairs of Double Storey + YLCs
Lilac	Secondary Oval North	Roam all of oval
Purple	Secondary Oval South	
Green	Blue/ Green & Double Storey exterior	Blue/ Green area & Double Storey exterior

On occasion, the Music Centre could be opened during a wet weather recess/ lunchtime.

Yard Duty Times

- Before school 1 8:15 am – 8:40 am Bus
- Before school 2 8:35 am – 9:00 am Bus & other locations
- Recess 1 11:00 am – 11:15 am
- Recess 2 11:15 am – 11:30 am
- Lunch 1 1:30 pm – 1:55 pm
- Lunch 2 1:50 pm – 2:20 pm
- After school 3:20 pm – 3:45 pm

NB. Yard duty supervision in primary year level areas is conducted in two halves, whereas, in the secondary year level areas, one staff member supervises for all of recess.

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty.
- Always carry the yard duty first aid bag during supervision.
- Always exercise Duty of Care. Whatever happens on yard duty is ultimately their responsibility. If a staff member sees something of concern, they are to act or tell someone.
- Carry a mobile phone while on duty. If they do not have a mobile phone, please borrow one from the office. If there is an incident (fight, injury, etc.) contact the General Office as soon as possible so that assistance can be provided.
- Ensure students are using bins appropriately. If there is a pile of litter around students, encourage students to pick it up and place it in the bin.
- Challenge visitors/ outsiders on or near the school property.
- Challenge students exiting the school.
- The College has a SunSmart policy. All students should sit in the shade or wear sunscreen (provided by teachers on duty) during terms one and four.
- Student toilets are to be checked several times whilst on duty. Check the toilets that you can and ask a staff member (if possible) that could be passing by to check the other toilets on your behalf.
- The Principal Team will have a visible presence where possible to support yard duty staff.
- **All teachers** (not just those on yard duty) are requested to help those on yard duty, if possible, when on a **Wet Weather timetable** is called.

Yard duty equipment must be returned after supervision or handed to 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 school staff must:

- Methodically move around 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 signed in
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

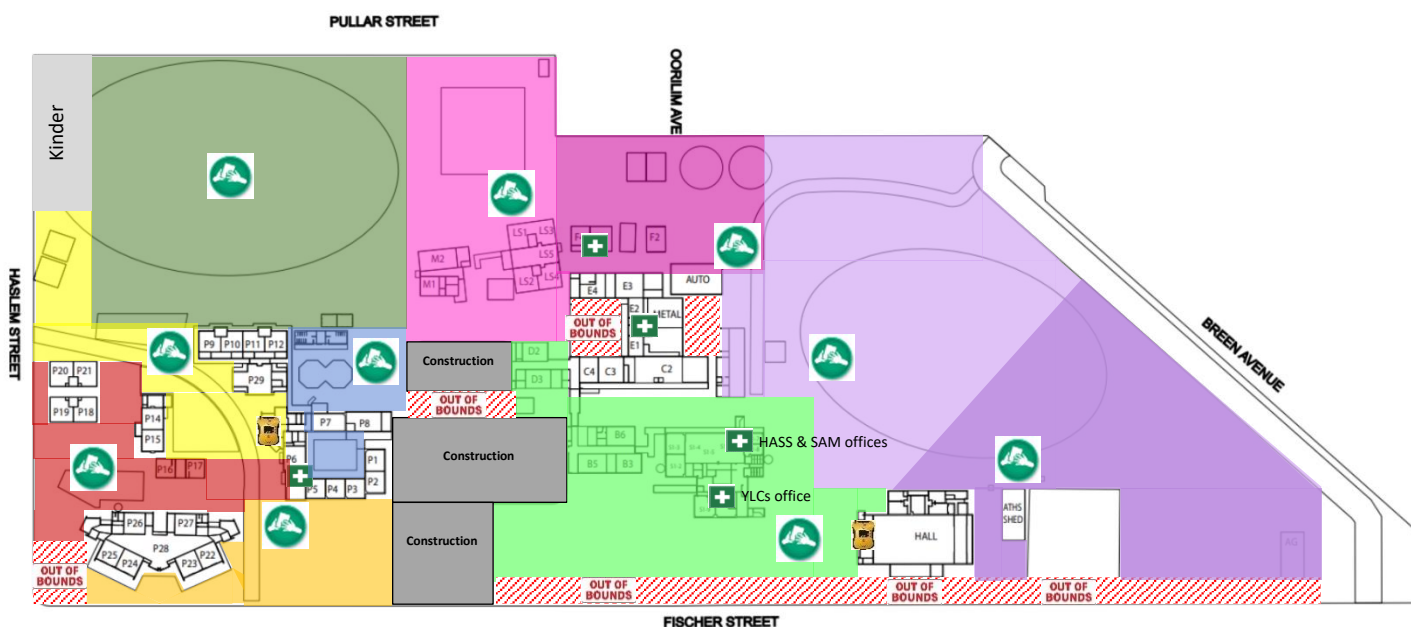
If being relieved of their yard duty shift by another staff member (for example, Lunch 1 and Lunch 2 duties), the staff member must ensure that a brief, but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.















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 principal or one of the assistant principals but should not leave the designated area until a 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 the principal or one of the assistant principals 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.



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|---|-----------------------------------|---|---|
|  | Primary Oval |  | Handover location |
|  | Toilets & Quadrangle |  | Out of bounds area |
|  | P-2 & 5/ 6 Playgrounds & Centre |  | Defibrillator |
|  | Front of school & Courts |  | First Aid bum bags (P-6 Staffroom, plus offices of HASS, SAM, Technology, VCAL & YLC) |
|  | 3/ 4 Playground & P-2 LC Building | | |
|  | Y7, Music & Courts | | |
|  | Oorilim Ave and Seating area | | |
|  | Secondary Oval North | | |
|  | Secondary Oval South | | |
|  | Blue/ Green & Senior Areas | | |

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student needs to leave the classroom, the teacher is to provide them with a note in their student planner. If the student does not have a planner, the teacher is to provide a note on a piece of paper. Details on the note are to include:

- Student name (if student does not have their own planner)
- Classroom location
- Time left the classroom
- Reason for leaving the classroom (e.g., toilet)
- Teacher's initials
- Date

If a student is asked to leave the classroom for disciplinary reasons, the teacher is to complete a 'Student Exit' form. The teacher is to complete all details on the student exit form including:

- Student Name
- Subject and room
- Teacher's name
- Time and date
- Behaviour displayed by student in class
- Actions taken by the teacher

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

Kyabram P-12 College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices. Kyabram P-12 College will also ensure appropriate supervision of students participating in Distance Education lessons while on school site. In these cases, students will be supervised in the study centre/ library space/ common area.

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

- student attendance will be monitored
- any wellbeing or safety concerns will be managed in accordance with our usual processes

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, a member of the leadership team 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 and some Year 11 students will have one or some study periods during their fortnightly timetable. They will work in the study space where there will be teaching staff present in adjacent classrooms. 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.

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023	
Consultation	August 2023 October 2023	College staff (Consultative Committee) College Newsletter
Approved by	Principal	
Next scheduled review date	October 2025	Recommended cycle of 2 years

This policy will also be updated if significant changes are made to school grounds that require a revision of Kyabram P-12 College’s yard duty and supervision arrangements.