



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff McClelland College'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 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 McClelland College, 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

McClelland College's grounds are supervised by school staff from 8:30am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school main entrance and area near Ballam Park Primary.

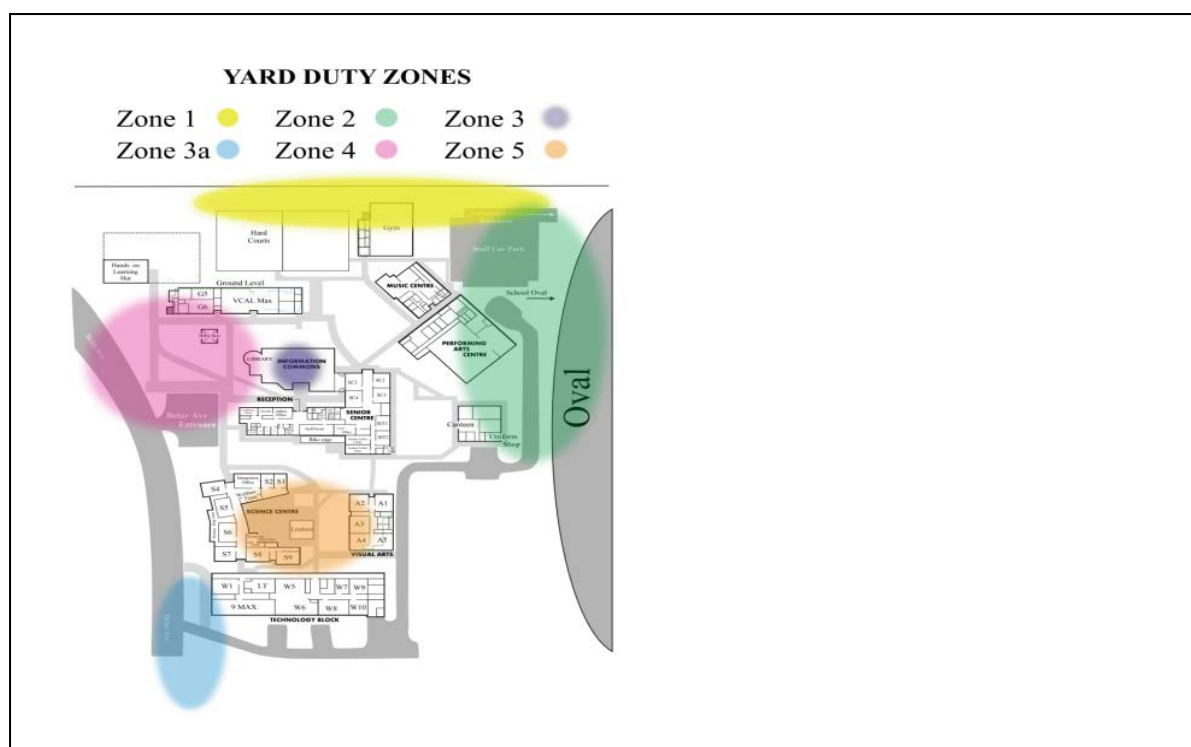
Yard duty

[All teaching staff] at McClelland College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At McClelland College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at 29th January, 2018 are:

Area 1	Hard courts, Gymnasium & G Block
Area 2	Oval, Canteen, Pac
Area 3	Information commons/primary school
Area 4	Front Entrance
Area 5	Technology / science wing (w and s block)



School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in staff rooms.

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
- 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 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 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 Daily Organiser, but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Daily Organiser and not leave the designated area until a relieving teacher has arrived.

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:

Attendance

- Keeping accurate class rolls
- Accurately filling in attendance rolls
- Investigating poor class attendance by any student in their class
- Liaising with the year level leaders and Leading Teachers
- Ensuring that no student leaves class for any reason without a diary entry (or referral report)
- Ensuring that students remain in class until the end of each period
- Dealing with lateness to class

Welfare & Behaviour management

- The class teacher is responsible for behaviour management in their class
- Teachers should ensure that the environment of the classroom encourages learning and always takes into account the health and safety of their students
- All students have the right to be supported in times of need. This means that counselling and other services are available if needed
- The teacher should encourage any positive contribution made by any student
- Classroom teachers should endeavour to 'work out' behaviour management problems and communicate misbehaviour by writing in the student diary and requesting a parent signature or contact to be made
- Please record on Compass any attempt to get in contact with parents and any contact that is made
- Students who display significantly disruptive behaviour, and **after all other means have been tried**, may be referred to the year level leaders or Leading Teachers or sent for "time out" [report to Nicole McRae in the Senior School Admin Office]. A written referral in personal learning journal must accompany the student. It is the classroom teacher's responsibility to follow up with the Year Level Leaders as soon as possible after the referral. All incidents must be recorded via an incident report on Compass

- Very serious breaches of classroom rules may be referred to an Assistant Principal via a written referral. Incidents need to be recorded on Compass ASAP

Preparation

Classroom teachers are expected to:

- Be on time to all classes
- Plan all units using the McClelland Planning Tool
- Implement the McClelland College Effective Teaching Framework
- Cater for all standards of abilities in the classroom
- Follow the agreed curriculum as determined by each team within the college, and to reflect the Vic Curr
- Incorporate teaching strategies that work for particular classes
- Have a behaviour management plan
- Have a lesson plan
- Ensure that the classroom is safe
- Be human, smile and have a sense of humour

We encourage all staff to constantly reflect upon their own practice. Some further support and guidance can be provided in the attached document below.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact Daily Organiser 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. 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.

REVIEW CYCLE

This policy was last updated on 18 September 2018 and is scheduled for review on September 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of McClelland College's Yard Duty and Supervision Policy.