

Yard Duty and Supervision Policy

2021-2023

Purpose

The purpose of this policy is to explain to staff Hampton Park Secondary 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 Hampton Park Secondary 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, times, and places.

Policy

Before and After School

Hampton Park Secondary College's grounds are supervised by school staff on yard duties from 8:55am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Limited locations in the College will be supervised with staff yard duty before school (8:35am to 8:50am) and after school (3:15pm to 3:30pm) to support safe students entry/exit from the site. These include:

- northern boundary of the College (Fordholm Road)
- east boundary of the College (Campbell Drive)

Students who may wish to attend school outside of these hours are encouraged to:

- have pre-arranged appointments with staff
- attend homework club in the Resource Centre/ E Block until 5:00pm (certain days of school only)
- report to pre-arranged extra-curricular activities (e.g. sports training) with relevant staff

Yard Duty

Teaching staff at Hampton Park Secondary College are expected to assist with yard duty supervision and will be included in the cyclical roster over two weeks.

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The Daily Organiser and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Hampton Park Secondary College, teachers are designated a specific yard duty area to supervise that is published on their daily Compass schedule.

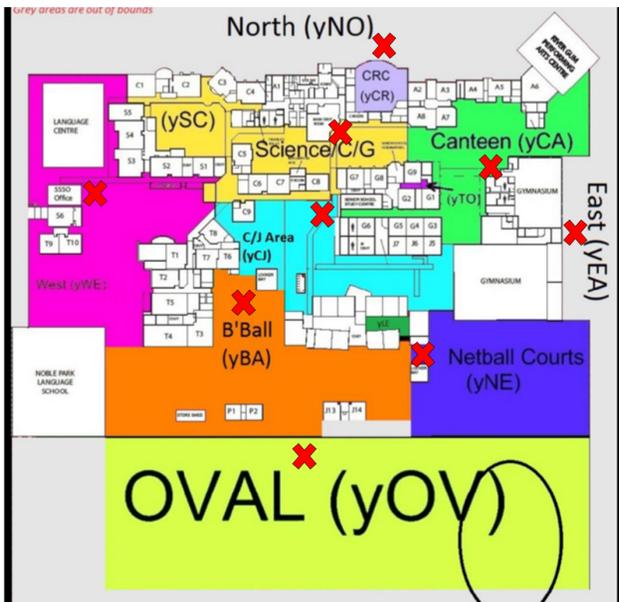
- Yard duty times are as follows:
- Before School - 8:35am-8:50am
 - Recess - 11:30am-11:53am
 - Lunch 1 - 1:10pm-1:35pm
 - Changeover Time - 1:33pm-1:35pm
 - Lunch 2 - 1:33pm - 1:58pm
 - After School - 3:15pm-3:30pm

The designated yard duty areas for our school are outlined in the diagrams below:

The yard duty locations are described as:

- East 1
- East 2
- North
- Canteen
- Basketball
- C/J/Maker
- CRC 1
- CRC 2
- Science
- West

To assist with visibility, school staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests are available from the Business Manager at the commencement of each school year if a new/replacement vest is required.



HPSC Yard Duty Map

CHANGEOVER POINTS (X)

- YD 1 E/T Block:** Outside T10
- YD 2 Science/CRC:** Science Courtyard
- YD 3 Canteen:** Outside Canteen
- YD 4 Outdoor:** Entry to outdoor court
- YD 5 Oval 1:** At gate next to P1/P2
- YD 6 Oval 2:** At gate behind FLS
- YD 7 Volley/NPELS:** Volleyball court
- YD 8 C/G/Maker:** At Makerspace
- YD 9 Bball/TT:** At seating shed

COLLECT/RETURN YOUR WALKIE TALKIE TO THE SUB SCHOOL TUNE INTO CHANNEL 44

ALWAYS WEAR HIGH VIS

- COLLECT WALKIE TALKIES FROM JUNIOR SCHOOL IF ON **YD5, YD6, YD9**
- COLLECT WALKIE TALKIES FROM MIDDLE SCHOOL IF ON **YD1, YD7, YD8**
- COLLECT WALKIE TALKIES FROM SENIOR SCHOOL IF ON **YD2, YD3, YD4, FORDHOLM OR CAMPBELL**

All staff are required to collect a walkie talkie from the allocated sub school office to use whilst on yard duty in the event of an emergency.

During yard duty, supervising school staff must:

- wear their hi-vis vest
- 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 rules e.g. safety, uniform, mobile phones
- ensure students playing music on personal devices have this at a volume appropriate for their own listening and music is appropriate e.g. no swearing, inappropriate content
- move students on from end of recess/lunch when music starts playing
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. Compass entry, notification to member of Executive Leadership Team (ELT)

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Changeover points are identified in the above map for efficient staff changeover at start/end of timetabled yard duty time.

At the time of changeover, the staff member taking the 2nd shift should be sighted before leaving the area. If the staff member does not arrive, notify the main

office who will page the staff member as a reminder.

When meeting for changeover, staff members should conduct a brief verbal 'handover' 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 main office 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.

In the event of extreme weather, alterations to yard duty supervision and locations will be announced prior to recess/lunch breaks and are to occur as follows:

- oval yard duty staff members re-allocated Flexible Learning Space (FLS)
- e/t block yard duty staff member re-allocated to E Block
- c/j/maker space yard duty staff member re-allocated to E Block
- netball yard duty staff member re-allocated to A7/8
- bball/tt yard duty staff member is required to supervise e/t block as well
- all other duties remain unchanged

The following areas are designated for students to use in the event of extreme weather:

- FLS: Explore (Year 7) and Enhance (Year 8) students
- E Block: Enhance (Year 9 and 10) students
- Resource Centre (Excel (Year 11) students
- A7/A8: Excel (Year 12) students

Classroom

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

A student may be asked to leave the classroom as part of the whole school process entitled *Are You Ready To Learn?* This is only used if despite numerous reminders/opportunities to engage in learning, a student is identified as not being ready to learn during class time.

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

Further Information and Resources

School Policy and Advisory Guide:

- [supervision](#)
- [duty of care](#)
- [child safe standards](#)
- [visitors in schools](#)

Review Cycle

This policy was last updated March 2021 and is scheduled for review March 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Hampton Park Secondary College's Yard Duty and Supervision Policy.

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