



Yea High School

Yard Duty and Supervision AYCE Policy

| TITLE | YARD DUTY AND SUPERVISION AYCE POLICY |
|-----------------------------|---------------------------------------|
| PERSON RESPONSIBLE: | Principal |
| LOCATION OF POLICY: | Website |
| DATE OF PREPARATION: | June 2021 |
| ENDORSED BY SCHOOL COUNCIL: | July 2021 |
| REVIEW DATE: | 2023 |

PURPOSE

The purpose of this policy is to explain to AYCE staff Yea High School'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 AYCE Manager 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 in Yea High School's AYCE Sub-school, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal (AYCE Manager), including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school supervision

All students:

AYCE Campus grounds are supervised by school staff for half an hour before the start of the day until half an hour after the timetabled end of the school day. Outside of these hours, school staff will not be available to supervise students.



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Students who may wish to attend school outside of these hours are required to be supervised by a teacher and have parental/carer permission.

Frankston bus students:

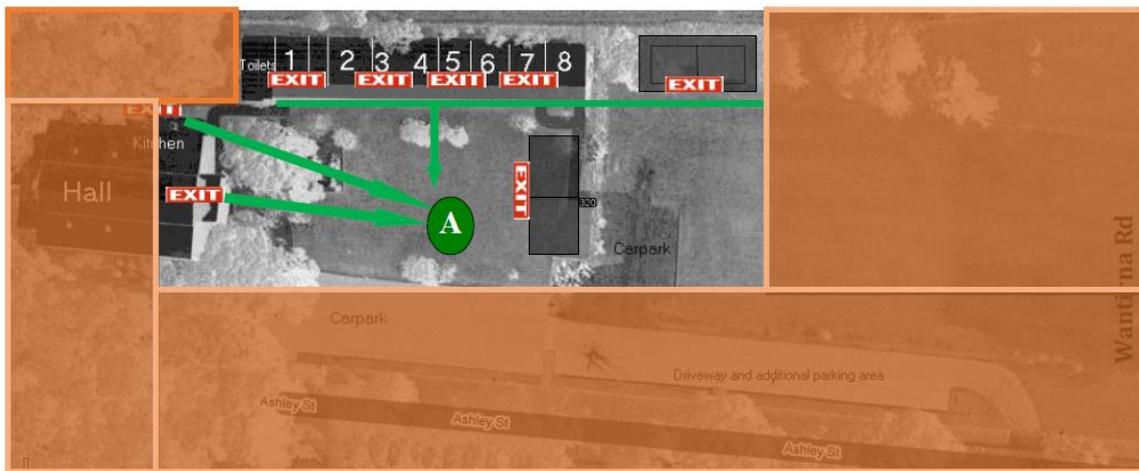
The Frankston pick-up area is supervised 20 minutes before departure. A supervisor is in charge on the bus until it arrives at Bayswater Centre. The bus supervisor must keep an accurate roll. The opposite occurs at the end of the school day with the bus supervisor waiting at the drop-off area until all students are collected by parents.

Yard duty

AYCE staff are expected to assist with yard duty supervision and will be included in the weekly roster.

The AYCE Manager is responsible for preparing and communicating the yard duty roster on a regular basis. AYCE staff will be designated a specific time to supervise in the school yard.

Yea High School
Campus- Wednesday
Chinese Association of Victoria Centre
320 Wantirna Road
Wantirna Vic. 3152



The Bayswater-Wantirna site includes provision for staff to wear a fluoro vest to be visible.

MUST CHECK AREAS FOR YARD DUTY TEACHERS

- Areas designated out-of-bounds
- Toilet areas

During yard duty, supervising school staff must:

- methodically move around the designated school site
- be alert and vigilant
- be aware of visitors or non-specified personnel on the campus site

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



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'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 AYCE Manager 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 AYCE Manager but should remain supervising until the relieving teacher has arrived.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office or contact the Assistant Principal 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 the supervision of all students in their care during class.

If a student is leaving a class, the classroom teacher should monitor the time out of class.

School activities, camps and excursions

The Principal and AYCE Manager 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

- the Department's Policy and Advisory Library:
 - [Supervision of Students](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated in June 2021 and is scheduled for review in June 2023. This policy will also be updated if significant changes are made to school grounds that require a revision of Yea High School's Yard Duty and Supervision Policy and the Yard Duty and Supervision AYCE Policy.