



PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Bass Coast 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

Bass Coast College's grounds are supervised by school staff from 8:40am until 3:45 pm. Outside of these hours, school staff will not be available to supervise students. Parents will be informed regularly on the precise times of supervision and the expectations.

At the Wonthaggi, Dudley and San Remo campuses the bus loop is supervised by teachers as students arrive in the morning and then when they leave in the afternoon.

Students who wish to attend school outside of these hours will be expected to wait at the Bus loop until 8:40am in the morning and after 3:50pm in the afternoon.

Yard duty

All staff at Bass Coast College are expected to assist with yard duty supervision and will be included in their timetable as displayed on Compass.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Bass Coast College, school 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, 2024). See Appendix

Zone	Area	Time
Dudley Bus Duty	Dudley Buss Loop	Before and After School Only
Dudley Southern Yard Duty	Quads and Basketball Courts	Recess and Lunch
Dudley Northern Yard Duty	Quads, Canteen and Entrance	Recess and Lunch
Dudley Hot Spot	Roaming around areas as required	Recess and Lunch
Dudley Library Program	Dudley Library	Recess and Lunch for 30 minutes
Wonthaggi Front Crossing	Front of School	Before & after school, Recess and Lunch
Wonthaggi Pre Bus Duty	Bus Loop	Morning Only
Wonthaggi Learning Hub	Learning Hub inside (Green in picture below)	Before & after school, Recess and Lunch
Wonthaggi Library Lower	Wonthaggi Library	Recess and Lunch
Wonthaggi Yard/Boundary	Red in picture below	Recess and Lunch
San Remo Bus and Quads	San Remo Bus Loop and Entrance	Before and After School Only
San Remo Buildings	Roaming through all class buildings	Recess and Lunch
San Remo Canteen	San Remo Canteen	Recess and Lunch
San Remo Quads and Oval	Eastern part of the Quad and the Oval	Recess and Lunch
San Remo Library	San Remo Library	Lunch time
San Remo Detention	Room I.11	Lunch time
San Remo Activities	San Remo Library	Lunch time

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests have been provided to all staff
- Be familiar with the yard duty information pack containing student health and safety information stored in the Daily Organisers office.
- Carry their mobile phone with them
- For San Remo staff to carry a UHF radio with them
- Yard duty equipment must be returned after the period of supervision or handed to the 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 the 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 have signed in (excluding drop off and collection periods)
- 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 Behaviour Management policy
- ensure that students who require first aid assistance receive it as soon as practicable

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 staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser at their campus 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 Daily Organiser at their campus but should not leave the designated area until the 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 contact the Daily Organiser at their campus 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.

Classroom

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

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a Year Level Coordinator or the 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

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 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 only will have one study block of four sessions per week. This will be timetabled as a formal 'study hall' where teacher supervision and support will be provided. Students may sign out of the school for Period 5 classes.

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
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	15/8/2024
Approved by	Principal
Next scheduled review date	August 2024 to August 2026 [mandatory minimum review cycle for this policy is 2 years]

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



Help for non-English speakers

If you need help to understand the information in this policy please contact the relevant campus below and ask to speak to Janell Erman or you can email her on Janell.Erman@education.vic.gov.au