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| Yard Duty Policy – La Trobe Campus  (Child Safe) | Logo, company name  Description automatically generated |

**Help for non-English speakers**

If you need help to understand this policy, please contact the front office on 9223-1400

**Purpose**

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

**Scope**

This policy applies to all teaching and non-teaching staff at Charles Latrobe 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

Charles Latrobe College’s grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Before school supervision locations:

Area 12 (inside Building B entrance gallery)

Area 14 (includes A1B COLA and Toilets, Year 8 locker area)

Area 6B (Lockers on the back of Building B next to the soccer field)

Area 5 (Prep-4 Yard)

After school supervision locations:

Area 11 (Kingsbury Drive carpark)

Area 12 (inside Building B entrance gallery)

Area 5 (Prep-4 Yard)

Area 7 (Waiora Road gate)

Area 8 (Kingsbury Drive gate and bus stop)

**Primary Students**

Parents and carers will be advised through newsletter articles, electronic communication and assemblies that they should not allow their children to attend Charles Latrobe College outside of these hours. Families will be encouraged to contact LeapKids Australia on [insert number] or refer to [link] for more information about the before and 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 nominee staff member 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 nominee staff member will consider whether it is appropriate to:

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

**Secondary Students**

Students who wish to attend school outside of these hours will be expected to:

* Before School: sit in the Cafeteria area where passive supervision by staff
* After School: can attend Homework club, meetings with staff, or other extra-curricular activities arranged by staff (astronomy club, detentions, after school sports). Students attending any of these activities are required to report to the supervising teacher

## Yard duty

All staff at Charles Latrobe College are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Charles La Trobe 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 1, 2023 are:

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| **Area** | **Location** |
| Area 1A | Oval and Basketball Court |
| Area 1B | COLA and Toilets |
| Area 2 | Year 5-6 Playground |
| Area 3 | Cafeteria |
| Area 5 | Prep-Year 4 playground |
| Area 6 | Canteen & Back Oval |
| Area 7 | Waiora Road gate |
| Area 8 | Kingsbury Drive gate and bus stop |
| Area 11 | Kingsbury Drive carpark |
| Area 12 | Building B entrance gallery |

**Yard duty equipment**

School staff must:

* wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be provided to each staff member, including CRTs
* Primary teachers carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be provided to each teacher. These first aid bags contain individual student health alert cards should First Aid be required
* Be familiar with the student health and safety information distributed to all staff at the beginning of each Semester
* All staff on yard duty are required to carry their mobile phone with them when on duty
* Staff who are rostered on the Area 11 duty will collect the Stop sign and safety vest from the Office before their duty starts. At the end of the duty the equipment must be returned to the office

**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)
* ensure students remain in their designated year level zones
* 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 staff member is unable to conduct yard duty at the designated time, they shouldcontact the Daily Organiserwith 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 Campus Principalbut 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 office 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 Secondary School aged child needs to be relocated from class they will be given a ‘relocation notice’ from the class teacher and bring this to the Main Office. Administration staff will then relocate the child to a different classroom for supervision for the remainder of the class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a nearby teacher 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](https://www2.education.vic.gov.au/pal/excursions/policy).

## Digital devices and virtual classroom

Charles La Trobe College follows the Department’s [Cybersafety and Responsible Use of Technologies Policy](https://www2.education.vic.gov.au/pal/cybersafety/policy) with respect to supervision of students using digital devices.

Charles Latrobe College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the following possible locations: the library, break out rooms, meeting rooms, shared learning space, cafeteria.

## 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](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
* [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)
* [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)
* [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)

## Independent Study

Year 11 or 12 students who have study periods are expected to remain in the cafeteria area. This area is located near classrooms and offices, and is passively supervised by staff. Students will not be permitted to leave school grounds during these sessions, except for Year 12 students who have a study period in period 5 who may sign out and leave at lunchtime.

## 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.

## Library

Students may participate in Lunchtime Library activities and will be supervised by the Librarian with passive supervision from teachers nearby.

**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/electronic communication each Term
* 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 and parent reminders are sent at the beginning of each term in our school newsletter.

**Further Information and Resources**

* the Department’s Policy and Advisory Library (PAL):
  + [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
  + [Cybersafety and Responsible Use of Technologies](https://www2.education.vic.gov.au/pal/cybersafety/policy)
  + [Duty of Care](https://www2.education.vic.gov.au/pal/duty-of-care/policy)
  + [Excursions](https://www2.education.vic.gov.au/pal/excursions/policy)
  + [School Based Apprenticeships and Traineeships](https://www2.education.vic.gov.au/pal/school-based-apprenticeships-and-traineeships/policy)
  + [School Community Work](https://www2.education.vic.gov.au/pal/school-community-work/policy)
  + [Structured Workplace Learning](https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy)
  + [Supervision of Students](https://www2.education.vic.gov.au/pal/supervision-students/policy)
  + [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
  + [Work Experience](https://www2.education.vic.gov.au/pal/work-experience/policy)

**POLICY REVIEW AND APPROVAL**

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| Policy last reviewed | April 2023 |
| Approved by | Principal |
| Next scheduled review date | April 2025 |

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