

Supervision and Yard Duty Policy

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Urban College (UC), including education support staff, wellbeing staff, administration staff 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 the college as they arise. It also plays a vital role in helping the college 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 before, during and after college hours, including excursions, camps and other college activities.

College 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.

Before and After College Hours

UC's buildings are supervised by college staff from 8:30am until 3:00pm. Outside of these hours, supervision will not be available.

Students who wish to attend college outside of these hours are encouraged to sign in and out on Compass at the front office, using their Compass card. The front office is staffed from 8:00am until 4:00pm.

Yard Duty

All staff at UC are expected to assist with yard duty supervision as per the scheduled timetable provided to staff and displayed on the college noticeboard.

The Principal team (Principal and Assistant Principal) is responsible for preparing and communicating the yard duty roster at the start of each term and at any point that changes are made during the term. If no member from the Principal team is onsite and a yard duty change needs to occur, the Head of Wellbeing is the next responsible member of staff. At UC, staff will be designated specific yard duty areas. These areas include:

Section 1:

- Kitchen area and other allocated spaces within the building
- Youth garden
- Front of college
- Church spaces

Section 2:

Village precinct.

Yard Duty Equipment

College staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty.
- Carry a college or personal phone that can be used to contact Reception or a member of the principal team as needed.

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 college staff must:

- methodically move around the designated zone focusing on being closest to where students are evident and being mindful of any blind spot areas.
- Ensure students remain in their designated yard duty areas (where appropriate)
- 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 college's Student Engagement and Wellbeing 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, 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 a member from the Principal team 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 Reception or a member from the Principal team 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 Reception 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 break times.

Classroom

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

Students needing to leave the classroom for any reason must have approval from the teacher. If a student leaves the classroom due to illness, a member from the wellbeing team will accompany the students to first aid. Where a student is directed to leave a classroom due to behavioural reasons, another member of staff must be notified immediately.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact another staff member or Reception for assistance. This staff member should then wait until a replacement staff member has arrived at the classroom before leaving.

Staff requiring the kitchen space for classes or extra-curricular sessions need to ensure students are adequately supervised in this space, following all procedures outlined in the risk management plan.

School activities, camps and excursions

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all college activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for college activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Digital devices and virtual classroom

UC follows its Internet Usage Agreement and Laptop Lease Agreement with respect to supervision of students using digital devices.

The college will ensure appropriate supervision of students participating in flexible learning environments while during college hours. In these cases, students will be supervised in the youth garden or in another classroom.

While parents and guardians are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- Student attendance will be monitored through their engagement in their work submissions.
- Any wellbeing or safety concerns for the student will be managed in accordance with UC's usual processes- refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy for further information.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disabilities or other additional needs. In these cases, the Principal or their delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during college activities.

Supervision in specific circumstances

Areas for Supervision Signage will be in place to advise non-UC adults about areas of the building where access is prohibited. Students will be advised of "No-Go Zones". No-Go Zones may be accessed by teachers with students under specifically authorised arrangements. i.e. to use the Community Garden. Supervision in shared spaces must be attentive as per standards of off-site activities.

UC ONLY defined areas:

- Classrooms
- The Youth Yard
- Student toilets
- Sick bay/First Aid Room

Signage must be visible on classroom doors prohibiting entry to unauthorised people.

Shared Space areas within the building include:

- Reception and Foyer
- Staff Offices
- Kitchen
- Community garden

At least one of two reception staff members must be present in spaces that are shared by students and members of the public. They must be active in monitoring and supervising students until they enter their classroom. Students passing through reception or the foyer to attend facilities within the building will be supervised by reception staff until they return to the classroom.

Supervision of students in emergency operating environments

In emergency circumstances UC will follow our Emergency Management Plan with respect to supervision on our college site.

In the event of a bushfire, risk management supervision protocols must be followed in line with the Emergency Management Plan. These include:

- Staff must account for all students via a roll call and head count.
- Staff must ensure all students remain together as a group at all times.
- Staff must ensure students are exiting the premises calmly, following all staff instruction.
- A minimum of two staff must hold a minimum Level II First Aid Qualification.
- Staff must remain with students until they have been appropriately dismissed by a parent or legal guardian.

In the event of any mandatory period of remote or flexible learning, UC will follow the operations guidance issued by Independent Schools Victoria, based on Department of Education advice.

Communication

This policy will be communicated to UC community in the following ways:

- Included in the staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in UC Student, Parent and Staff Handbooks
- Made available in hard copy from College administration upon request
- College website
- Updates in college newsletter

Associated Documentation

- Student Engagement and Wellbeing Policy
- Emergency Management Plan
- Child Safety Responding and Reporting Policy

- Shared Supervision Agreement
- Yard Duty Timetable

Policy Last Reviewed:	July 2023
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