Reservoir High
Diversity • Excellence • Success

Policy Title	Yard Duty & Supervision Policy		
Date approved by School Council	14/09/2021	Review Date:	14/09/2022
Revision No:		Revision Date:	

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Reservoir High School, 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.

Before and after school

Reservoir High School's grounds are supervised by school staff from 8.30 a.m. until 3.40 p.m. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the Plenty Road Crossing and Tram Stop and Nicholson Avenue gate.

Students who wish to attend school outside of these hours are encouraged to attend the Library which is open between the hours of 8.00 a.m. to 4.30 p.m. 4 days per week. Monday - Thursday

Yard duty

All staff at Reservoir High School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal/Daily Organiser/Assistant Principal/Timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Reservoir High School, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for our school are outlined in Appendix 1. This includes maps of the areas and directions for staff on duty.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to all staff
- staff need to bring a mobile phone to yard duty. A school mobile phone will be provided if 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 school staff must:

- 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 safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy and Behaviour Management Policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in CASES21 or Edusafe Plus and report it to the General Office
- challenge people coming into the school and ensure they are directed to the General Office.

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 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 General Office or Principal Class member 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 General Office or a Principal Class member 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. Classroom teachers cannot delegate their duty of care to another member of staff, ES staff member or pre-service teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their Sub-School or the Daily Organiser 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.

All variation to routine must be planned for in advance with the completion of either a Form A or B and the completion of a specific Risk Register for the activity planned.

Digital devices and virtual classroom

Reservoir High School follows the Department's *Cybersafety and Responsible Use of Technologies Policy* with respect to supervision of students using digital devices.

Reservoir High School 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 classroom, Library, senior school study centre or sub-schools.

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

- student attendance will be monitored daily
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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 will have one study block of three sessions per week. This will be timetabled as a formal 'study hall' where supervision and support will be provided, and attendance will be recorded

by the Sub-School manager. Students will not be permitted to leave school grounds during these sessions.

When a Year 12 teacher is absent the class will not be covered therefore the students will be supervised in the Senior School Study Hall.

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

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- 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 .

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
- Structured Workplace Learning
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW AND APPROVAL

This policy will be reviewed annually as part of the school's review process. This policy will also be updated if significant changes are made to school grounds that require a revision of Reservoir High School's Yard Duty and Supervision Policy.

Appendix 1 – Yard Duty Areas and Obligations

Legal Obligations

The Principal and staff have a legal obligation to provide adequate supervision of students at all times. Supervision of students during non-teaching time is at least as important as supervision during class time and should be treated as such by staff. Teachers will be assigned to areas as indicated on the map.

Note that we are all on duty at all times –

If an incident occurs and you are in the vicinity, you must act upon this.

All teachers must have:

- *Name tag or lanyard displayed*
- *Wearing a safety vest*
- *Ensure mobile phone is taken on duty*

1. If a member of staff fails to undertake a rostered yard duty or is deemed negligent in performing this duty, he/she could be held liable in a court of law.
2. **Yard Duty takes** precedence over **ALL** other activities including interviews, phone calls, detentions, lunch, photocopying, cleaning up after class, meetings, lesson preparation, etc.
3. Where possible, **Yard Duty will** be arranged for a time and place at which you can be present for the duration of the duty period.
4. Duty teachers as per the following advice should **keep on the move** and monitor likely `*trouble spots*' closely. Duty teachers must be vigilant for unauthorised `*visitors*'. Do not allow yourself to be immobilised in conversation with students or staff.
5. CRTs will be used where possible to cover absences but some changes may be necessary to cover absent staff. These changes will be notified on Compass. Know who your other yard duty teachers are and who you follow or relieve in the specified area.
6. Be aware of your area and the Out-of-Bounds areas in the vicinity.
7. Please note all 'No Standing Areas'. These are indicated with Yellow line marking on the ground and are in high traffic areas (Canteen) and outside of toilet blocks.
8. **School Expectations of Student Behaviour**
   Teachers have the responsibility to reinforce school expectations such as challenging student's inappropriate behaviour or out of uniform.
9. **Students Leaving School**
   Students cannot leave the school grounds. Students can only be signed out through the General Office and must be collected by a parent or guardian. Staff on duty in Area 1 are asked to be vigilant of this
10. Students are not allowed to leave the grounds and return; they cannot go home or down the street or meet people during breaks
11. **Visitors on Site**
    Challenge people coming into the school and make sure you direct them to the office.
12. At the warning bells please actively encourage students to move towards their classes
13. If being relieved of their yard duty shift by another staff member (for example, at lunch time), 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.
14. 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.

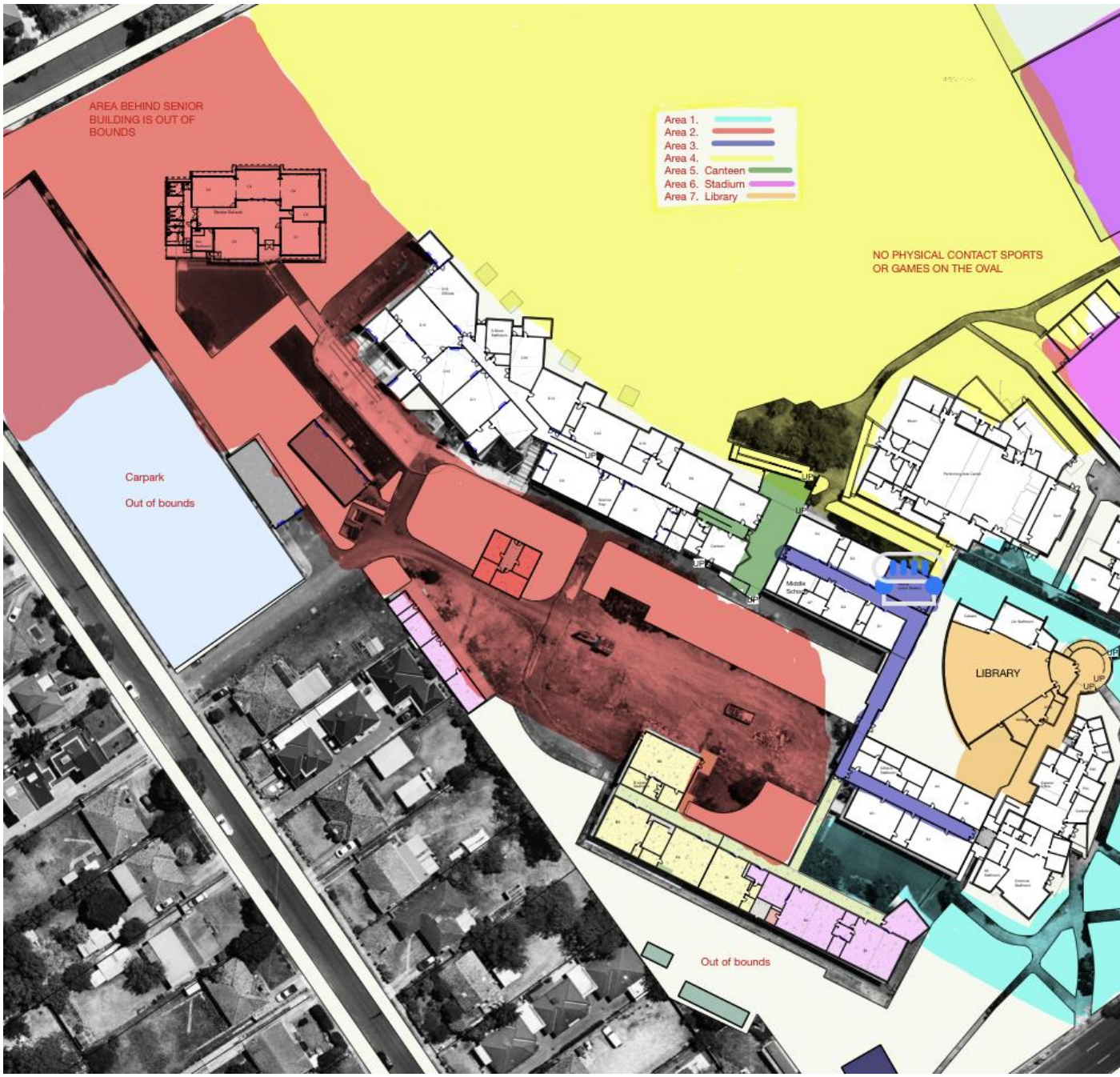
15. If the supervising teacher needs to leave yard duty during the allocated time, they should contact the General Office or Principal class member, but should not leave the designated area until the relieving teacher has arrived in the designated area.

16. If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the General Office or a Principal Class member and not leave the designated area until a relieving teacher has arrived.

17. Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

18. Inclement weather- on wet days and extreme weather days (heat, high winds, thunder storm), The Principal team will decide to call a Inclement weather day. Please follow all instructions and the procedures listed of this obligation.

19. **Out of Bounds Areas**
    On the South side – The HTU and area extending behind the B block
    On the East side – the Stadium, the car parks, the two new Netball courts, the area behind the Netball courts (this area is fenced off)
    On the North side – the ditch along the side of the oval, the area between the back fence and the trees/embankment, and a strip along the back fence up to the Basketball courts. The Nicholson Street driveway and carpark are out of bounds.


AREA BEHIND SENIOR BUILDING IS OUT OF BOUNDS
Area 1.
Area 2.
Area 3.
Area 4.
Area 5. Canteen
Area 6. Stadium
Area 7. Library
NO PHYSICAL CONTACT SPORTS OR GAMES ON THE OVAL
Carpark
Out of bounds
LIBRARY
Out of bounds

Yard Duty Areas

Before School Nicholson	Nicholson Ave Gates
Before School Plenty 1	Tram stop duty
Area 1	Plenty Road entrance, Junior School Entrance and Front of School Courtyards
Area 2	Basketball Courts, Nicholson Ave Entry and Senior Building courtyards and Locker Bay
Area 3	A and D Corridors
Area 4	Oval and PAC
Area 5	Canteen
Area 6	Stadium
Area 7	Library
After School Nicholson	Nicholson Ave Gates
Afterschool Plenty 1	Tram Stop Duty
Afterschool Plenty 2	Tram Stop duty
Afterschool Plenty 3	Plenty Road Traffic lights

Inclement Weather Arrangements

YD type	Area- Normal	Inclement Weather location
Before School Nicholson	Nicholson Ave Gates	Nicholson Ave Gates
Before School Plenty 1	Tram stop duty	Tram stop duty
Area 1	Plenty Road entrance, Junior School Entrance and Front of School Courtyards	F Block corridors and undercover areas around the Library
Area 2	Basketball Courts, Nicholson Ave Entry and Senior Building courtyards and Locker Bay	Senior Building, Senior Building Courtyards and Senior Locker Bay
Area 3	A and D Corridors	As is
Area 4	Oval and PAC	A block and courtyard adjacent to Library
Area 5	Canteen	Canteen, D Block (near middle School Office) and Science and Technology Block corridors
Area 6	Stadium	Stadium
Area 7	Library	Library
After School Nicholson	Nicholson Ave Gates	Nicholson Ave Gates
Afterschool Plenty 1	Tram stop Duty	Tram stop duty
Afterschool Plenty 2	Tram stop duty	Tram stop duty
Afterschool Plenty 3	Plenty Road Traffic lights	Plenty Road Traffic lights

- Inclement Weather Days will be called by the Principal Team member
- Inclement Weather: **Over 35°C**, or **High Winds**, or **Persistent Rain, or special circumstance (as defined by Emergency Management Plan- Asthma, Air Quality, Thunderstorm etc)**
- This will be communicated over the PA system and on Screencast
- Area 4 is always out of bounds on these days

Yard Duty Times

Duty Times	
Duty	**Time**
Before School	8:30 am – 8:55 am
Recess	10:35 am – 11:00 am
Lunch 1	12:40 pm – 1:05 pm *(Changeover 1.05 pm)*
Lunch 2	1:05 pm – 1:30 pm (*Changeover 1.05 pm)*
After School	3:15 pm – 3:40 pm (*Need to be location by 3.15pm)*

Area 1– Plenty Road Entrance, Junior School Entrance and Front of School Courtyards

This area includes the supervision between B and F Blocks- alongside the Library and to the Boys toilets, bounded by the front fence line from the HTU to the school carpark.

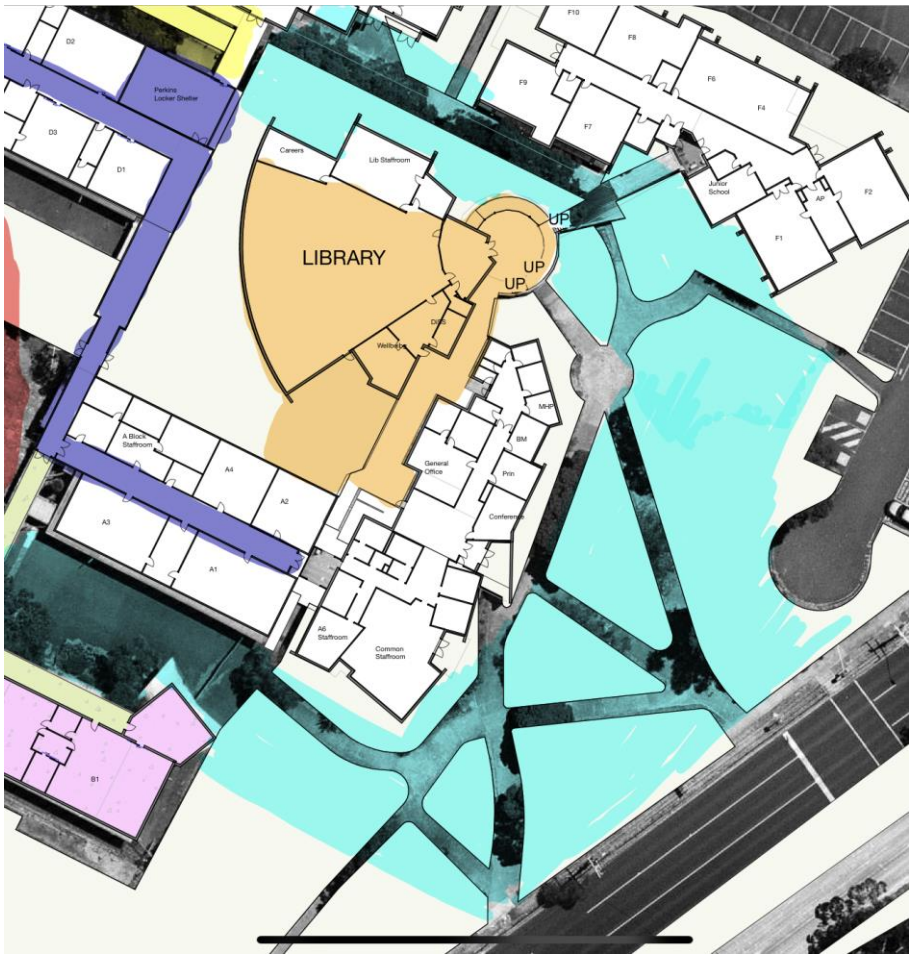
Please keep circulating through these spaces.

Whilst doing yard duty in this area please make regular checks of the following:

- The stairs out the front of the library
- The courtyard in front of B1 and B2 and where the students sit outside these rooms
- Ensure students do not enter into the HTU or the areas behind B Block
- The front entrances to the school- especially externals loitering along the front of the school.
- The Boys toilets abutting the PAC Ensure students are not sitting on the rails in front of the toilet

Please Note:

- Encourage students to move towards their classes 5 minutes prior to classes beginning
- Challenge any un-badged adults on site. All visitors to the school must have a Visitors lanyard to be on the school site. This is a mandatory Child Safe Standard.



Area 2 – Basketball Courts, Nicholson Ave Entry and Senior Building courtyards and Locker Bay

This area covers the basketball courts (currently Out of Bounds) Senior School, E Block and grassed Courtyard. The grassed courtyard is currently out of bounds.

Please make regular checks along the Senior School Toilets.

Whilst doing yard duty in this area please make regular checks of the following:

- Students are not to engage in physical contact in this area
- The Basketball courts are out of bounds until repaired
- The Open Courtyard (Grassed area) is currently Out of Bounds to allow for grass growth.
- Report all intruders or loiterers along the fence line to the General Office and/or Principal Team
- Students are not to be in the Nicholson Street Car Park
- Please ensure the gates to the driveway are closed at all times
- Please ensure that students are not in the area between the B Block and the E Block (where the Bike shed is)

Please Note:

- Encourage students to move towards their classes 5 minutes prior to classes beginning
- Challenge any un-badged adults on site. All visitors to the school must have a Visitor's lanyard to be on school site. This is a mandatory Child Safe Standard.
- Keep students out of garden areas – behind the B Block
- Students on the courts should actively be engaged in the pursuit of sporting activity, they should not be sitting or standing around in groups n the courts as this creates a hazard for those engaged in sport.

AREA BEHIND SENIOR BUILDING IS OUT OF BOUNDS
Area 1.
Area 2.
Area 3.
Area 4.
Area 5. Canteen
Area 6. Stadium
Area 7. Library
Carpark
Out of bounds
UP
UP
UP
UP
Middle School

Area 3 – A and D Block Corridors

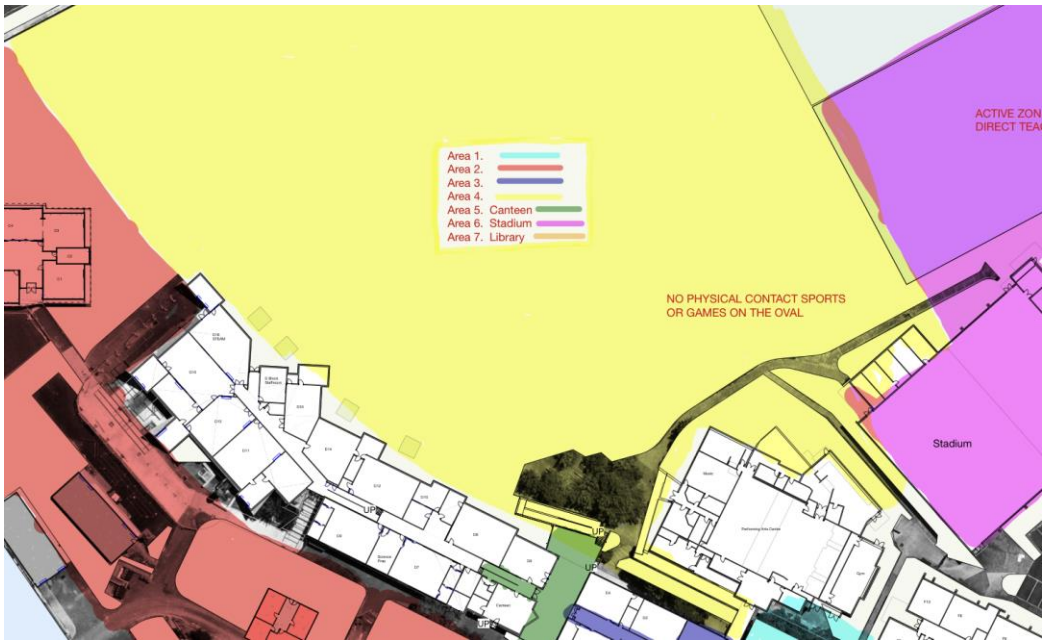
Patrol the corridors

Please Note:

- Students may not take food and drink into this area (unless it is a Wet Weather day)
- Students should not be using the corridors unless it is an Inclement Weather Day

Area 4 – Oval, Netball Courts and PAC

This duty covers the supervision of students on the Oval and areas in front of, behind and adjacent to the PAC. This includes the girls toilets outside the Performing Arts Centre.



Please do not station yourself in one area- be continuously roaming while on duty in Area 4.

Students are not permitted to sit in the areas indicated as out of bounds in the diagram above. This includes the areas along the side and rear fences of the school, or the embankment area behind the soccer posts on the oval. The two show court netball courts are out of bounds for all students unless accompanied by a teacher as part of a sporting team. Students may use the original three netball courts at recess and lunchtime. These courts are an active area- unless students are actively involved in playing a game using the facilities provided, they may not be in this area. No food is permitted on these courts at any time.

Area 5 - Canteen

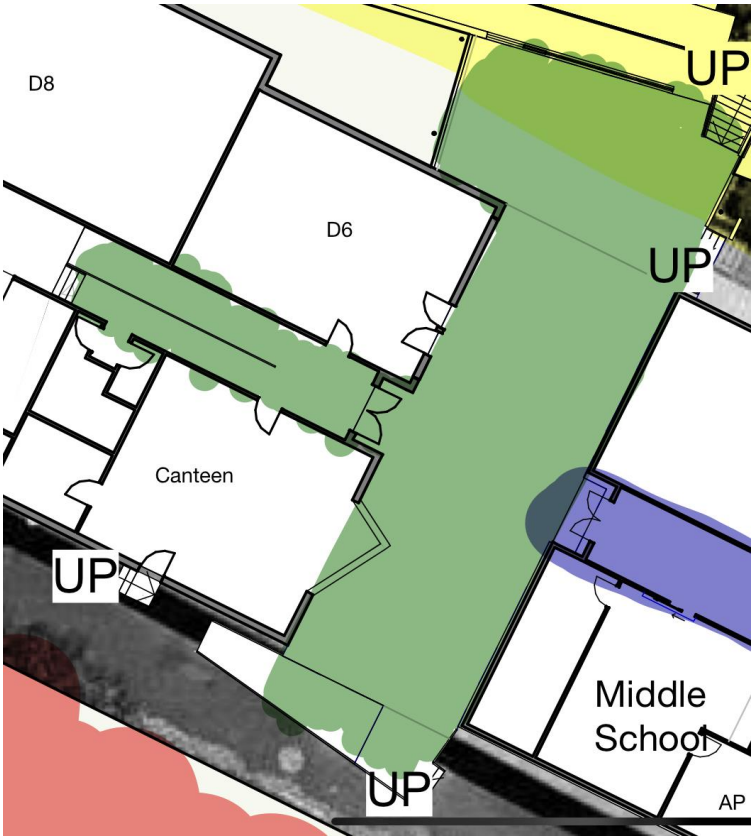
This area includes the supervision from Canteen to the student deck.

Whilst doing yard duty in this area please make regular checks of the following:

- Canteen – look for correct lines and challenge students pushing in
- To avoid congestions only people waiting to be served should be in or near the lines. Students waiting for friends should be encouraged to move away. Allowing students to wait beside the line encourages students to push in
- During quieter times please actively supervise between the C and D corridor
- Patrol towards the Junior/Middle School Toilets

Please Note:

- Make sure students are disposing of rubbish correctly – tends to become very messy here. There are numerous bins
- Students should be purchasing for themselves, not for others



Area 6 - Stadium

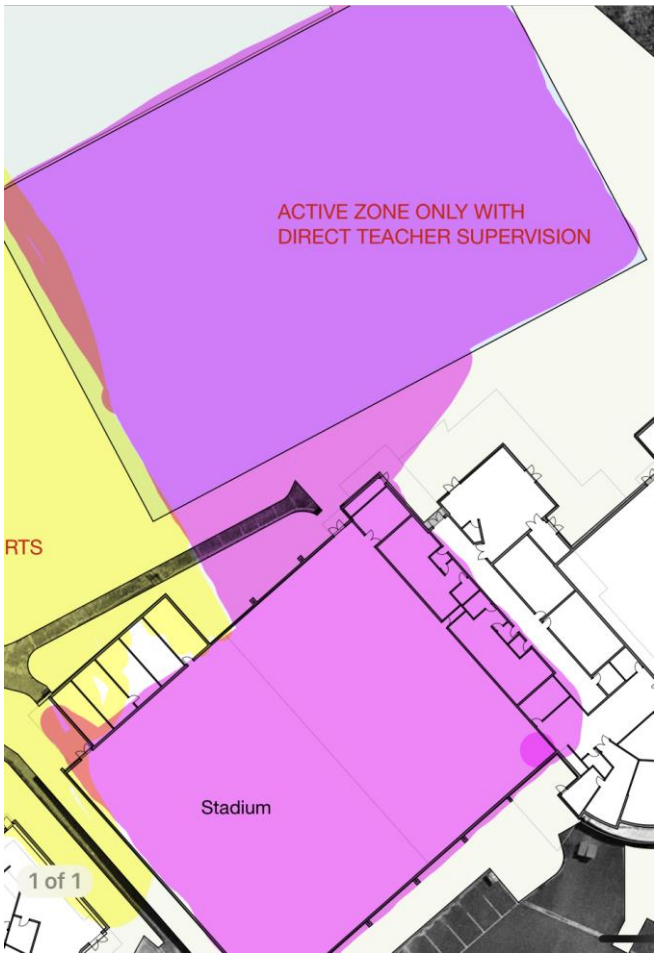
This area covers the Stadium, both courts, toilets and foyer.

Whilst doing yard duty in this area please make regular checks of the following:

- Stadium doors- ensure no students exit the front of the gym to the shared community use areas.
- stadium toilets
- Check front of stadium – students are not to be in the car park area or in the YMCA canteen
- Please ensure all students are actively engaged in sport- this is not a passive area
- Ensure protocols of appropriate use of the Stadium are maintained. Students must be safe, kind and fair while engaging in sport in the Stadium

Please Note:

- Teams that are training must be supervised by the team coach
- Students are not to be on the hard courts unless they have appropriate footwear
- Students must not take food or drink into the Stadium, Library and amphitheatre

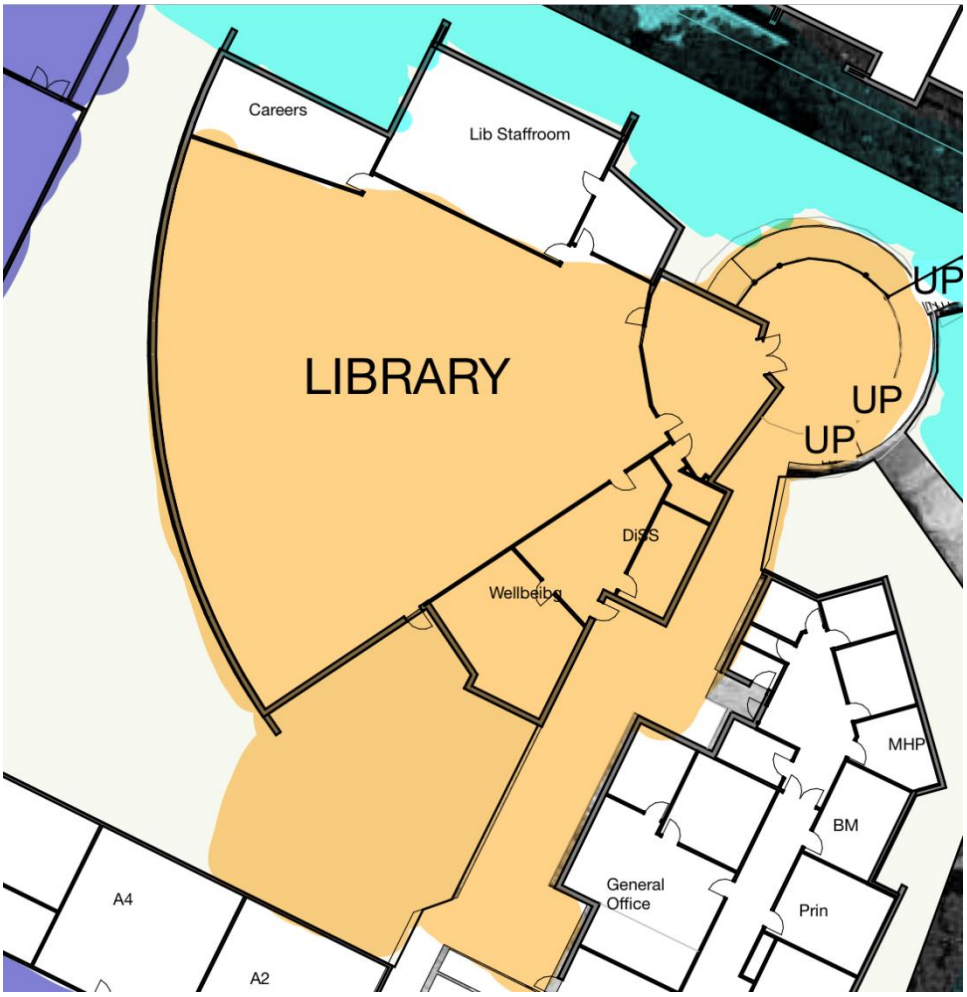


Area 7 – Library

Whilst doing yard duty in this area please make regular checks of the following:

- The external Amphitheatre
- The walkway between the Library and Admin building
- The foyer and forecourt of the Library

Please ensure that students in the library do not take food inside. Please support the school guidance of no games being played on the computers inside the library.



Tram Stop Duty

Reservoir High School has an excellent standing in the local community. This is due to the high expectations and standards placed on the students both at school, and to and from school. With Tram route 86 at the school's front gate, many students use the Tram to travel to school. It is vital to both ensure student safety whilst using public transport and to ensure that Reservoir High School students show respect towards the local community while using the Tram.

Whilst doing yard duty in this area please make regular checks of the following:

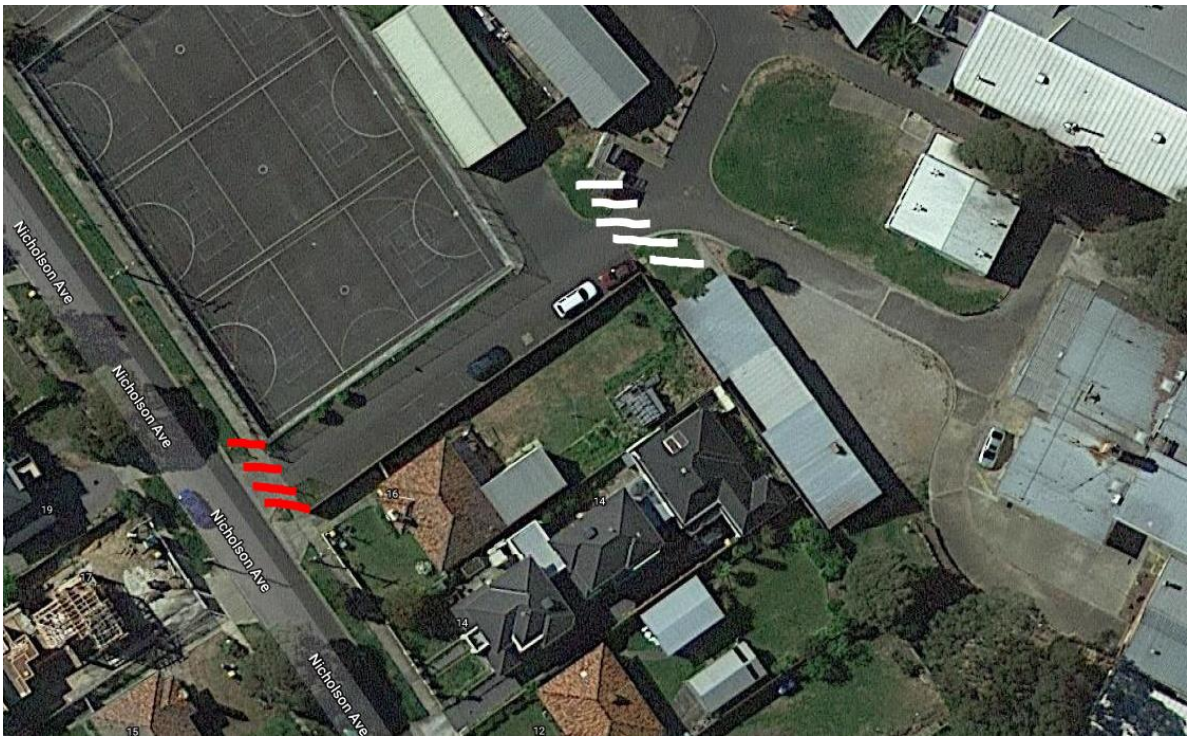
- Students are acting in a respectful, calm and appropriate manner at all times while using the Tram and tram stop
- Students are using the lights to access the Tram stop- indicated with white crosses below
- Students do not cross the Tram tracks and remain on the designated parts of the Tram stop at all times
- During peak times, students may not be able to fit into a full tram. Please ask students to wait for the next tram.
- Students do not all use the one door to enter a Tram. Ask students to spread across the Tram stop when waiting for a Tram.

Plenty Road Lights

At after school duty, please ensure:

- Students cross at the lights only. (indicated in Red in image above)
- Ensure students remain safely behind the fences until the crossing lights change to green.
- It may be appropriate to complete this duty by standing in the median strip.

Nicholson Street Gates

At both Before School and After School duty, please ensure:

- To enforce the no standing and drop off zone. Students are not to enter or exit cars in the Driveway.
- Students are not standing on the kerb or on the road hindering the flow of traffic along Nicholson Street
- Ensure that students are not riding their bikes up the driveway and remind students to wear helmets if using a scooter or bike
- Ensure that parents and families do not enter the school driveway in their vehicles. This is indicated with the red lines in the image below
- Staff vehicles do not go further than the white lines indicated in the image below.