



BRIGHTON
SECONDARY COLLEGE

YARD DUTY & SUPERVISION POLICY 2022

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HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy please contact Jessica Luong (Chinese).

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Brighton Secondary 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 away that identifies and mitigates risks to child safety.

BEFORE AND AFTER SCHOOL

Brighton Secondary College's grounds are supervised by school staff from 8:35am until 3:35pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will be supervising college entrances/exits, pedestrian crossings, North Yard and South Yard (see table to follow).

Students who wish to attend school outside of these hours are encouraged to attend the Library which is open before school at 8:15am and afterschool until 4:30pm (4pm of Friday's).

YARD DUTY

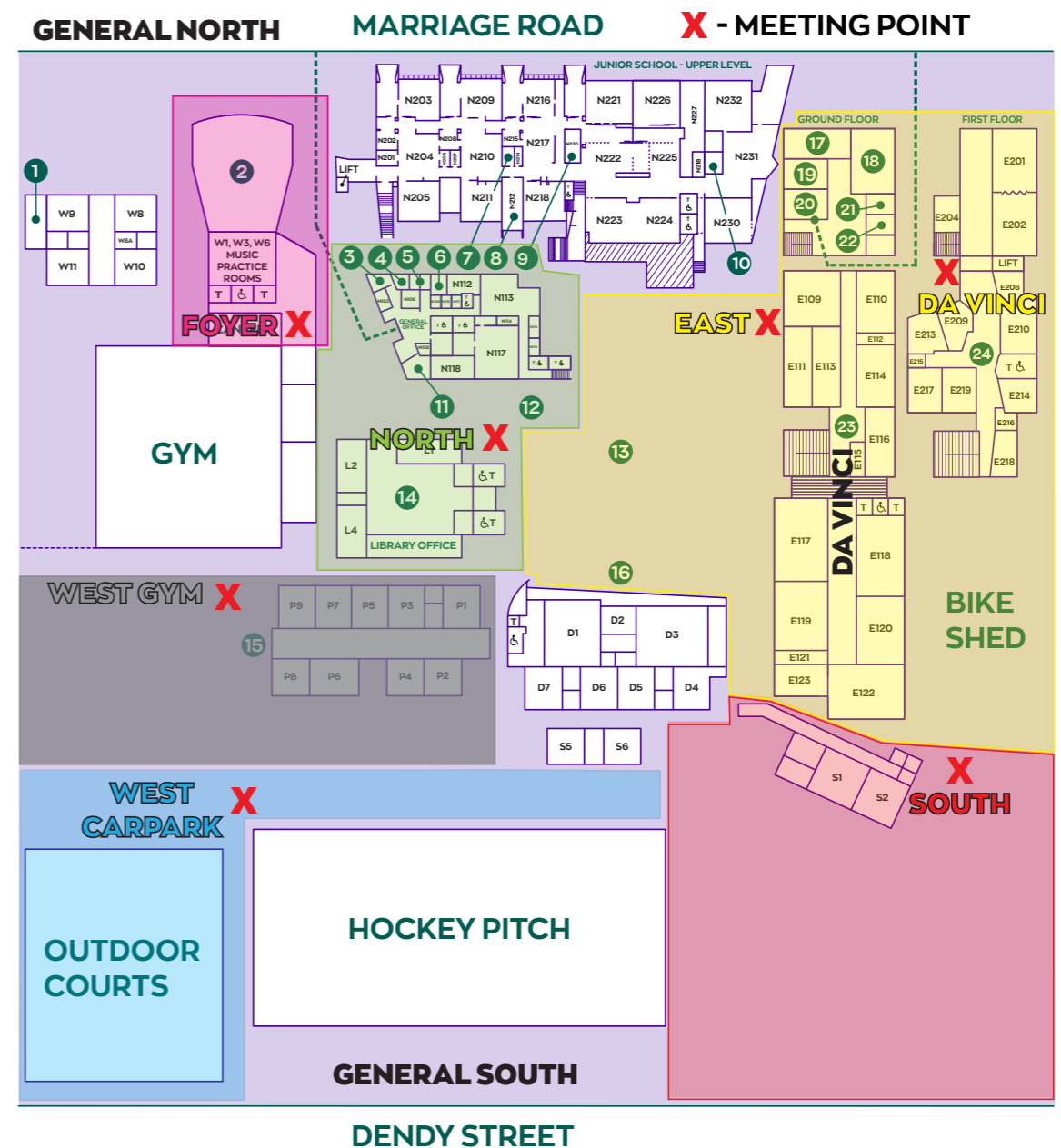
All staff at Brighton Secondary College are expected to assist with yard duty supervision up to 90 minutes per week and will be included in the term roster.

The Daily Organiser and Assistant Principal of Pedegogy and Staffing are responsible for preparing and communicating the yard duty roster on a regular basis. At Brighton Secondary College, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school:

Code	Name	Code	Name
A	General North	J	Canteen Door
B	General South	K	Canteen Foyer
C	North	L	Gym
D	South	M	North Building
E	East	N	VCE Resit Reschedule 1
F	West	O	VCE Resit Reschedule 2
G	Y10 Portable	P	First Aid
H	Da Vinci	Q	Library

COLLEGE MAP



1. Bus Shed
2. Hall
3. Assistant Principal - Operations' Office
4. Assistant Principal - Junior School's Office
5. First Aid Office
6. Wellbeing
7. Year 7 Student Manager's Office
8. Year 7 Teachers Office
9. Junior School Office
10. Year 8 Student Manager's Office
11. Year 8 Teachers Office
12. Principal's Office
13. Amphitheatre
14. Recreation Area
15. Brennan Library
16. P Block - Year 10 Class Area
17. Discovery Centre - Year 9 Class Area
18. Careers & Pathways Office
19. Language Centre
20. Assistant Principal - Senior School's Office
21. Senior School Office
22. IT Support Office
23. International Office
24. da Vinci Centre
25. VCE Centre - Year 11 & 12 Class Area

YARD DUTY RESPONSIBILITIES

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

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 Wellbeing and Engagement policy](#)
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate

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 teacher is unable to conduct yard duty at the designated time, they should contact the Assistant Principal of Pedagogy and Staffing or 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 teacher needs to leave yard duty during the allocated time, they should contact the Assistant Principal of Pedagogy and Staffing or the Daily Organiser but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should call the Assistant Principal of Pedagogy and Staffing 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 teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Assistant Principal of Pedagogy and Staffing or 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. 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

Brighton Secondary College follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Brighton Secondary College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site.

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 have five study sessions per week. These are timetabled two periods first thing on a Monday morning and three periods on a Wednesday afternoon. Students are permitted to arrive at school, at recess on a Monday, and leave following the end of their classes on a Wednesday. When students complete independent study whilst at school, they do so in the Library which is supervised at all times, or in a dedicated senior school study space which is overseen from two separate staffrooms in addition to the Senior School Student Managers' office.

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

- referenced in staff induction processes
- discussed at staff briefings or meetings, as required
- referenced in our staff handbook
- on compass under School Documentation > College Information > College Policies

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](#)
- [Excursions](#)
- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Supervision of Students](#)
- [Work Experience](#)

BSC FURTHER INFORMATION AND RESOURCES

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)
- [Duty of Care Policy](#)
- [Student Wellbeing and Engagement Policy](#)
- [Visitors Policy](#)

REVIEW CYCLE

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

This policy will be reviewed every 2 years.

LAST UPDATED: 26/05/2022

APPROVED BY: PRINCIPAL

NEXT REVIEW DATE: 26/05/2024



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