



Camberwell High School

Yard Duty and Supervision Policy

PURPOSE

The purpose of this policy is to explain to staff Camberwell High School's yard duty procedures and expectations for the appropriate supervision of secondary students. 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 the school to discharge its duty of care to students.

OBJECTIVE

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

SCOPE

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.

This policy applies to all teaching and non-teaching staff at Camberwell High School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before & after school and Outside class time

Camberwell High School's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

Before school, staff supervise the front of the school in the vicinity of the Staff carpark and School Office. After school staff supervise the front area of the school, with a particular focus on the pick-up zones located on Byron Street.

When students are not in class they are supervised by teachers in either the Library or Senior Study Centre.

CRT's supervise all classes where teachers are absent.

Students who are completing off-site VET studies have attendance recorded with the external provide (see page 7) who sends this data to the Camberwell High School Careers Coordinator.



Yard Duty

All staff at Camberwell High School are expected to assist with yard duty supervision and will be included in the fortnightly roster. The designated yard duty areas for our school are:

		MonA	TueA	WedA	ThuA	FriA	MonB	TueB	WedB	ThuB	FriB
R	Canteen	ST	VE	HA	CT	LU	TH	BK	HA	SN	LU
	CBuildingCourtyard/BBall	JU	RR	HR	KZ	MG	RD	EA	LM	KZ	CT
	D/Carpark	RR	SN	HC	SN	CB	SN	WA	PO	CH	BE
	E/FrontA/Bball	E/FrontA/Bball	BH	MU	JY	GS	CT	BH	MU	CS	KT
	Library	SW	JY	CT	FR		RR	Library	NA	OB	
	Oval1	HR	SG	WY	Oval1	WY	ST	SG	BT	DD	WY
	RemoteCourtyard	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	RemoteCourtyard2	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	VCE/Courts	HI	WN	HI	MU	DD	HI	RR	HI	SL	OB
L1	Canteen	Canteen	WA	CB	BO	BE	MD	Canteen	ZA	Canteen	JU
	CBuildingCourtyard/BBall	BT	RE	CH	FO	TH	CBuildingCourty...	RE	CH	JY	GE
	D/Carpark	BR	D/Carpark	ZA	CH	CL	CR	HR	JU	FR	WK
	E/FrontA/Bball	RD	LM	SP	RL	SK	HC	BR	WN	RL	CB
	Library	CS	EA	NA	RD	Library	CS	NA	CR	CB	FR
	Oval2	DD	BN	JU	CS	GE	HR	WY	DD	YO	CK
	RemoteCourtyard	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	RemoteCourtyard2	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	VCE/Courts	KZ	AD	YU	TY	CK	KZ	AD	YU	FO	TY
L2	CBuildingCourtyard/BBall	MU	HB	LS	SG	FO	PK	HB	LS	DG	MG
	D/Carpark	SL	BI	AR	SL	D/Carpark	SL	JY	YO	CL	BB
	E/FrontA/Bball	PK	ST	CR	AR	E/FrontA/Bball	BO	LU	AR	SK	BM
	Library	PO	LU	XA	XE	LM	BI	Library	XA	NA	LM
	Oval1	MN	Oval1	SW	DG	SH	MN	XE	BE	SG	SH
	Oval2	Oval2	YO	YO	MP	SM	SW	ST	SW	MP	SM
	RemoteCourtyard	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	RemoteCourtyard2	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR	ZHR
	VCE/Courts	BE	OB	PH	BM	BB	SP	BN	PH	AR	FO

- The timetabler is responsible for preparing and communication the yard duty roster on a regular basis.
- Staff will be designated a specific area to supervise and expected to follow the details above.



General Responsibilities:

- Ensure you are on duty in the designated area for the time allocated
- Phone the Administration Office if the person taking over the duty does not arrive on 9831 8341
- Walk around and actively supervise student behaviour
- Ensure students deposit litter in bins
- Ask any strangers in the grounds (including ex-students), for a Visitor's Pass, obtainable from the Administration Office
- Any problems - send a message to the Administration Office, especially if there are strangers on school property or acting suspiciously in the vicinity of the school
- Ensure that students do not leave the school grounds during the day, except for VCE students who have no scheduled classes after lunch
- Ensure that students go to lockers once bell has rung
- Ensure students do not eat inside the buildings.

Lunchtime & Recess Student Access to Buildings:

Only students under direct supervision of a teacher are permitted inside at lunchtimes

B10 is a Design space only for the use of Art/Technology staff at lunchtime.

Teachers are asked to conduct any supervised lunchtime activities in the ground floor rooms of Buildings A and C to minimize traffic inside the school at lunchtimes. Staff should consult with AP responsible for Facilities for appropriate rooms. Sporting activities are to be held and supervised in the Sports Hall.

Out of Bound Areas:

- The Assembly Hall, Sports Hall and classrooms unless supervised
- The staff car parking areas and the lane that runs behind the school
- The area East of the D Building

Yard Duty Times:	Recess	11.17 – 11.39	(22 minutes)
	Lunch 1	1.00 – 1.22	(22 minutes)
	Lunch 2	1.22 – 1.44	(22 minutes)

Wet Yard Duty Arrangements - Recess and Lunchtime:

Students should not be outside when it is raining. Teachers on Oval supervision should listen for instructions regarding alternative arrangements. Teachers on VCE Centre/Courts should supervise the VCE Centre and passageways outside the Hub and ensure no students are on the oval or courts.

Before School Arrangements:

The Assistant Principals are on duty before school and any student needing assistance should go to the Administration Office. Students should not enter the buildings before 8.30am unless studying in the library (open from 8.00am) and no later than locker bell at 8.40am at which time they can then go to their lockers. The exception to this is attendance at official school activities such as Music rehearsals.

After School Arrangements:

At the end of the school day students should leave the school unless they are attending a supervised school activity. Students may study in the Library until 4.00pm.



Specific Yard Duty Areas and Instructions for Staff on duty in those areas

Oval:

- Collect high-visibility vest and phone from reception
- Supervise safe play [no tackling games] on the oval and ensure students are sharing the space safely
- Enforcing the no bags on oval rule
- Ensure students do not eat on the oval
- Ensure students are wearing shoes
- Football & soccer balls can only be used on the oval
- Supervise the Assembly Hall on declared wet days
- Supervise the west side of the Enterprise Centre
- Give vest and phone to teacher supervisor on hand over (at 1:22)

Basketball Court, C Building and Courtyard:

- Commence on the third floor, roam through the interiors of C building, ensure students are moved outside within the first 15 minutes
- Ensure that play on the basketball court is safe (no football or soccer)
- Supervise the courtyard between A and C Building (no ball games)
- Senior students leaving for the day (with bags) are the only students permitted to leave school grounds via Prospect Hill Rd gates

E Centre, Front of A Building, Basketball Court:

- Ensure that students leave all learning areas in the E Building promptly and take food outside
- Lock exterior door near Oval, then lock door to Auditorium
- Lock large south door from gallery and then lock Prospect Hill Rd door into E Centre
- Supervise the road area in front of A Building
- Rove around the building and outdoor areas in a continuous cycle of supervision
- Only handball are permitted on paved/asphalt areas around E building

D Building and Car Park Area:

- Enter upstairs in the Year 8 area and ensure students leave promptly and take food outside
- Move into the Year 7 space downstairs and ensure students leave promptly and take food outside
- Ensure no students are inside move students out in the first 15 minutes
- Supervise the area south of D building
- Ensure that no students are in the out of bounds areas including the car park, lane and Bryon Street side of D Building adjacent to Drama building
- Rove around the building and outdoor areas in a continuous cycle of supervision

Senior Study Centre and Courts:

- Supervise the steel staircase leading to B building
- Supervise the Senior School Centre plus the grassed area in front of the VCE Centre and the courts (No kicking games)
- Senior students with bags are the only students permitted to leave the grounds if not with a teacher
- Ensure safe play in this area
- On declared wet days assist in supervising the VCE Centre and passageways outside the Hub
- Ensure no students are on the oval or courts



Hub:

- Lunch 1 duty – actively supervise the careful setting up of the table tennis tables and distribution of equipment
- Lunch 2 duty – actively supervise the collection of equipment and the neat packing away of tables
- Ensure that students do not eat in the Hub
- Ensure that the storeroom door is locked at the end of lunchtime
- Monitor corridor behind the canteen and leading to A4

Canteen:

- Staff should aim to be in the Canteen before the session begins to control the entry of students at recess and the first half of lunch
- Supervise queues according to the directions of the Canteen staff by standing next to the counter
- Supervise students' behaviour eg. no running, no noisy behaviour, courtesy to canteen staff
- Check that litter is picked up and put into bins
- Supervise the passageways outside the Hub
- Male teachers to check the boys' toilets, female teachers to check the girls' toilets

Library:

- Supervise the students in the Library ensuring that they are using the facilities appropriately
- Ensure that the Library is a safe environment for all.

Roaming Duty (Second half of Lunch only):

- Commence at E – Building Front of A building duty.
- Rove in a continuous cycle of supervision walking towards the D Building and car park.
- Ensure that no students are in the out of bounds areas including the car park, lane and Bryon Street side of D Building adjacent to Drama building

General:

- No bags at recess or lunchtime to be carried outside
- **Legal Responsibility:**
The school is legally responsible for the proper care and supervision of students at all times during the school day.
Teachers are assigned to yard duty and are required to be on time in the designated area in order to ensure safe and cooperative student behaviour.
Teachers are cautioned that although they are protected as an employee of the Crown, that failing to be on duty when rostered could lead to court action if a student is injured.

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 a Daily Organiser or Assistant Principal 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.

External Providers:

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers.

Our school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available at the following link:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/policy>

FURTHER INFORMATION AND RESOURCES

See the Department's Policy and Advisory Library:

- [Child Safe Standards](#)
- [Duty of Care](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

REVIEW CYCLE

This policy was last updated September 2021 and is scheduled for review in September 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Camberwell High School's Yard Duty and Supervision Policy.