



Fountain Gate Secondary College

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 8762 6839.

PURPOSE

The purpose of this policy is to inform staff of Fountain Gate Secondary College’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 schools to discharge their 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 Fountain Gate Secondary College, 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.

IMPLEMENTATION

Before and after school

Fountain Gate Secondary College’s grounds are supervised by school staff from 8.30 am until 3.19 pm (Monday, Wednesday, Thursday and Friday) and 3.21 pm (Tuesday). Outside of these hours, school staff will not be available to supervise students. [NOTE: Fountain Gate Secondary College will regularly inform parents/carers of the precise times during which the school’s grounds will be monitored (e.g. in the school newsletter each term)].

	Morning 8.30 am – 8.45 am
Yard 1 and 2	The area covering the Administration Building, VCE Centre, C Block, G Block, S Block, Library and centre basketball court.
Yard 3, 4, 5, 6	The area covering the canteen, oval, rugby pitch, E Block, A Block, P Block and H Block.
Yard Corner	The area on the corner of Josephine Avenue and Victoria Road.
	Afternoon 2.59 pm – 3.19 pm (Monday, Wednesday, Thursday and Friday) Afternoon 3.01 pm – 3.21 pm (Tuesday)
Yard 1 and 2	The area covering the Administration Building, VCE Centre, C Block, G Block, S Block, Library and centre basketball court.
Yard 3, 4, 5, 6	The area covering the canteen, oval, rugby pitch, E Block, A Block, P Block and H Block.



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Yard Corner	The area on the corner of Josephine Avenue and Victoria Road.
Yard Front Gate (pm only)	The front gate outside the school.
Bus Duty Josephine Avenue (pm only)	Supervise the students as they access the bus ensuring they use their MYKI Card.
Bus Duty Victoria Road (pm only)	Supervise the students as they access the bus ensuring they use their MYKI Card.

Students who may wish to attend school outside of these hours are encouraged to sign in and out of the front office, attend the library which is open between 8.30 am and 4.30 pm or report to extra-curricular activities as advertised.

Yard Duty

All teaching staff at Fountain Gate Secondary College are expected to assist with yard duty supervision and will be included in the 10 day roster.

The Principal, Daily Organiser and Timetabler are responsible for preparing and communicating the yard duty roster on a regular basis. At Fountain Gate Secondary College, staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are:

Yard 1	VCE Centre, L Block, S Block and G Block
Yard 2	Administration Building, Endeavour Building, centre basketball court
Yard 3	A Block, E Block, H Block and rugby/soccer pitch
Yard 4	Double basketball court and west end of the gymnasium
Yard 5	Football Oval
Yard 6	Canteen

Yard 1 and 2	The area covering the Administration Building, VCE Centre, C Block, G Block, S Block, Library and centre basketball court.
Yard 3, 4, 5, 6	The area covering the canteen, oval, rugby pitch, E Block, A Block, P Block and H Block.
Yard Corner	The area on the corner of Josephine Avenue and Victoria Road.

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the General Office. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher, or the time period requiring supervision (eg. lunchtime, after-school) has ended.

During yard duty, supervising school staff must:

methodically move around the designated zone. Please note the following:

- Yard 1 – check the staff car park and the area between the S Block and school fence
- Yard 2 – no basketball or soccer on the basketball courts
- Yard 3 – at the beginning of each duty, check the far end of the rugby pitch
- Yard 4 – no basketball or soccer on the basketball courts
- Yard 5 – at the beginning of each duty, check the far corners of the football field
- Yard 6 – ensure students and staff line up in an orderly manner

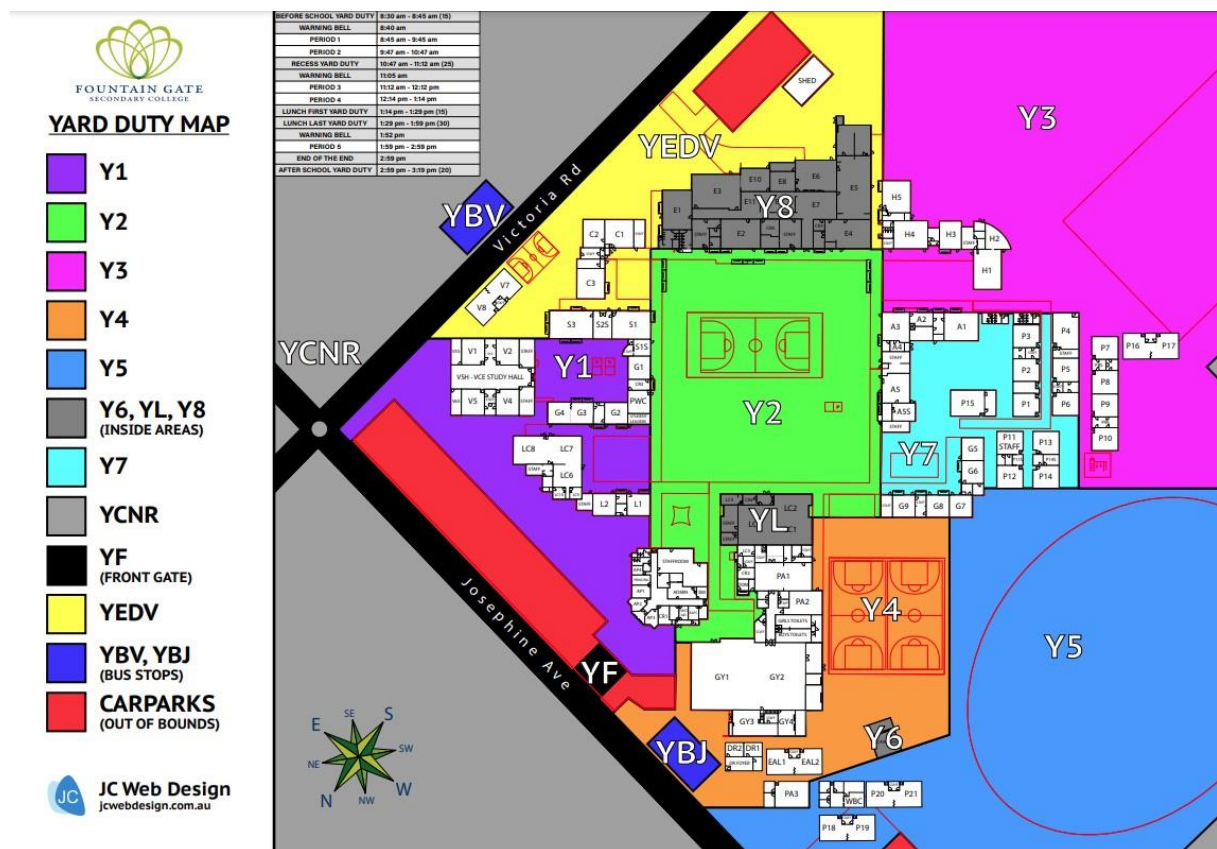
- be alert and vigilant

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- 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
- report any incidents or near misses with the relevant Sub-School and EduSAFE.
- 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 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 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 send a message to the office and call Assistant Principal, etc] 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.



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If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the relevant Sub-School or a Principal Class member 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. Please see the Camps and Excursions policy.

Senior Student – Independent Study

Senior Students with timetabled study periods are required to attend the school and undertake supervised study periods in the VCE Study Hall. Attendance is recorded by the supervising teacher.

Digital devices and virtual classroom

Fountain Gate Secondary College follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Fountain Gate Secondary 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 a centralised room where they have access to all learning materials and resources to ensure the continuation of learning.

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

- student attendance will be monitored when attending 'live classes'
- 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.

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](#)

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.



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FURTHER INFORMATION AND RESPOURCES

School Policy and Advisory Guide:

[Supervision](#)

[Duty of Care](#)

[Child Safe Standards](#)

[Visitors in Schools](#)

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 the our staff handbook
- Made available in hard copy from school administration upon request
- Located in the staff centre notice board

EVALUATION

Policy last reviewed	December 2022
Approved by	School Council
Next scheduled review date	December 2024