

Red Cliffs Secondary College & FLO Connect Policy



YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to staff Red Cliffs 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 Red Cliffs 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.

POLICY

Before and after school

Red Cliffs Secondary College's grounds are supervised by school staff from 8.30am until 4.15pm. Outside of these hours, school staff will not be available to supervise students.

Before school, staff will supervise the hub and locker area of the school. After school, staff will supervise the bus stop till 4:15pm and the bike shed until 3:35pm.

Students who arrive at school prior to 8:30am may wish to use the canteen area to sit or work in.

Yard duty

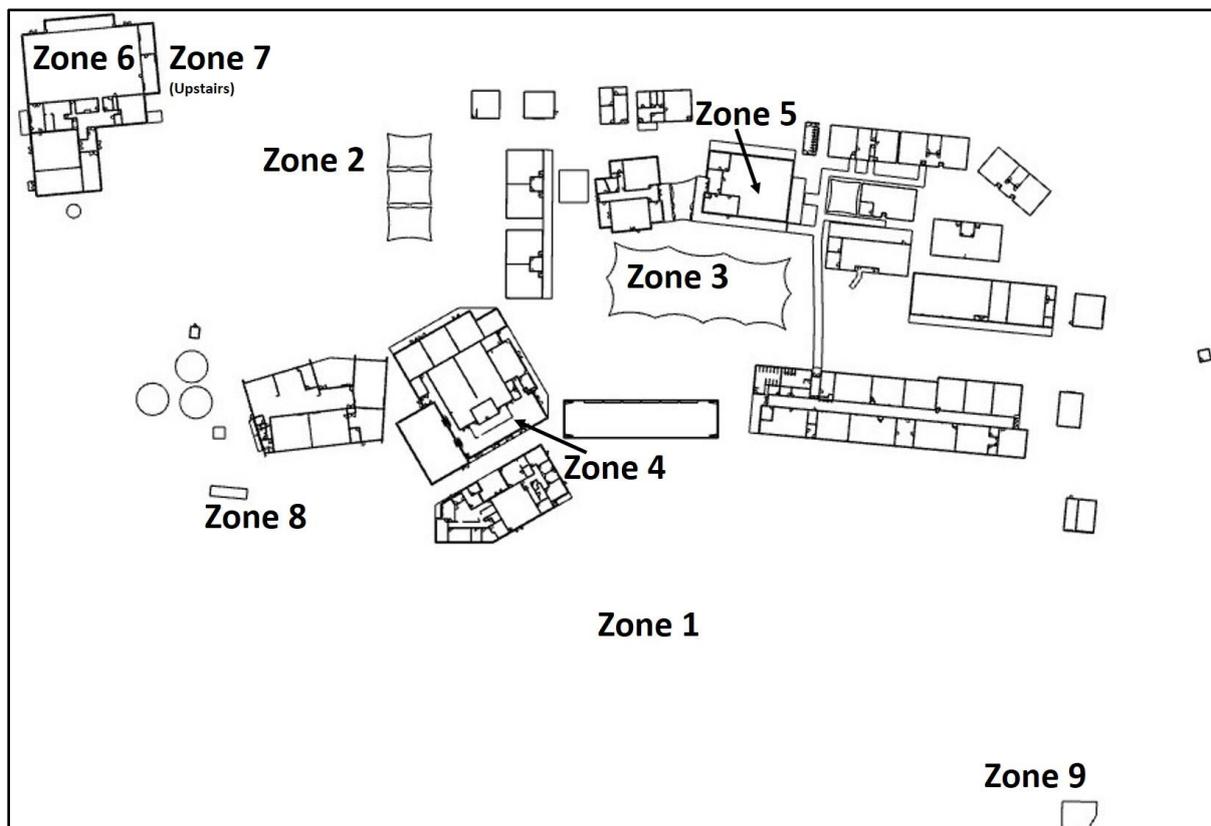
All teaching staff at Red Cliffs Secondary College are expected to assist with yard duty supervision and will be included in the weekly roster.

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

Red Cliffs Secondary College & FLO Connect Policy

The designated yard duty areas for our school as of Term 1, 2020 are:

Zone	Area
Zone 1	Front Oval
Zone 2	Playground
Zone 3	Shade Sails
Zone 4	Canteen
Zone 5	Library
Zone 6	Activity Centre
Zone 7	Weights Room
Zone 8	Bike Shed
Zone 9	Bus



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.

Red Cliffs Secondary College & FLO Connect Policy

If the supervising teacher needs to leave yard duty during the allocated time, they should contact 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 contact the Daily Organiser or Reception 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 Daily Organiser, Reception 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. 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.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on May 12th, 2020 and is scheduled for review in May 2021. It was ratified at College Council on Tuesday June 9th, 2020. This policy will also be updated if significant changes are made to school grounds that require a revision of Red Cliffs Secondary College's Yard Duty and Supervision Policy.