



Help for non-English speakers

If you need help to understand the information in this policy please contact the College on 5996 0144 or visit the Main Office and ask for assistance.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Lyndhurst 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 a way that identifies and mitigates risks to child safety.

Before and after school

Lyndhurst Secondary College’s grounds are supervised by school staff from 8.35am until 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Limited locations in the College will be supervised with staff yard duty before school (8:35am to 8:55am) and after school (3:00pm to 3:20pm) to support safe student entry/exit from the site. These include:

Before School	After School
<ul style="list-style-type: none"> • Area 1 + Senior (1 teacher) • Area 2 (1 teacher) • Area 4 (1 teacher) 	<ul style="list-style-type: none"> • Wentworth Street (1 teacher + 1 ES) • South Gippsland Highway (1 teacher + 1 ES) • LSC Bus Stop (1 teacher + 1 ES) • Bike shed (1 teacher)

Students who may wish to attend school outside of these hours are encouraged to:

- Have pre-arranged appointments with staff
- Attend homework club (certain school days only)
- Report to pre-arranged extra-curricular activities (e.g. sports training) with relevant staff

Yard duty

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

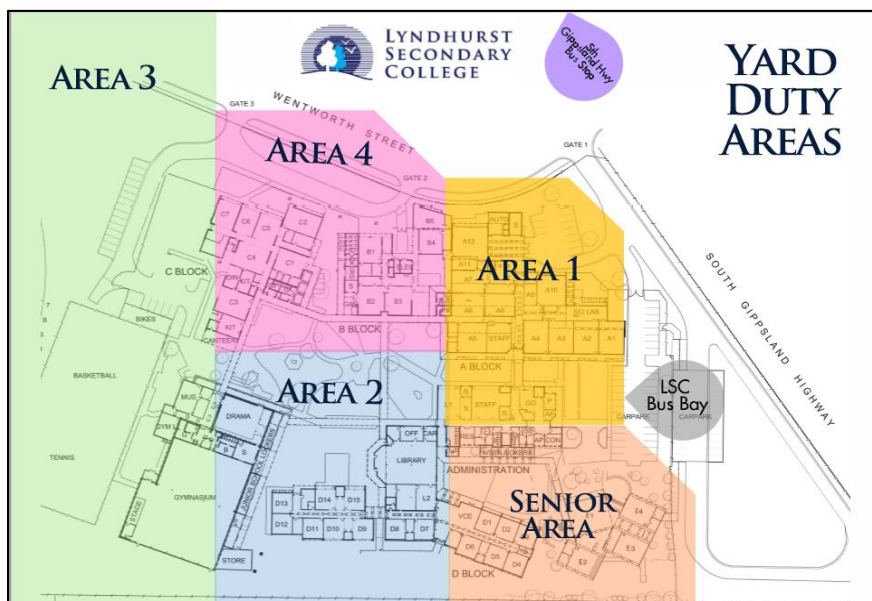
The Assistant Principal overseeing timetable construction and Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Lyndhurst Secondary College, school staff will be designated specific yard duty areas to supervise on their schedule available on Compass.

Yard duty zones

The designated yard duty times for our school as at Term 3, 2022 are as follows:

Before School (20 minutes)	8.35am to 8.55am
Recess (20 minutes)	11.00am to 11.20am
Lunch 1 (20 minutes)	1.20pm to 1.40pm
Lunch 2 (20 minutes)	1.40pm to 2.00pm
After School (20 minutes)	3.00pm to 3.20pm

The designated yard duty areas for our school as at Term 3, 2022 are as follows:



Yard duty equipment

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the main staff room. Staff are asked to take their mobile phone with them whilst on yard duty in the event of an emergency.

Yard duty responsibilities

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

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;
- ensure that students who require first aid assistance receive it as soon as practicable; and
- log any incidents or near misses as appropriate i.e. Compass entry, notification to member of Executive Team.

Staff who are rostered for yard duty must remain in the designated area until the conclusion of their time as stated in this policy. ES staff will be allotted to yard duties to assist teaching staff in general supervision, but do not replace the teacher on duty.

If staff are 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 staff need to leave yard duty during the allocated time, they should contact the main office but should not leave the designated area until the relieving teacher has arrived in the designated area.

In the event a staff member does not arrive for a yard duty, the following process is to occur:

- Staff member contacts main office and notifies of duty that has not been reported to
- Staff member on duty remains at location whilst office staff attempt to contact staff member via phone or PA announcement
- In the event the staff member does not arrive in 5 minutes, staff member to contact main office again to notify. In this case, a member of the Executive Team will relieve the staff member or provide supervision
- Executive Team will follow up with staff member to request reason/s for not reporting and to remind of duty of care responsibilities

In the event of heavy weather (e.g. storms), alterations to yard duty supervision and locations will be announced prior to recess/lunch breaks and are to occur as follows:

- Student advised to seek shelter using undercover spaces
- Staff on yard duty to stay in areas under cover from weather

In the event of extreme weather, the Principal or delegate may determine to close the oval for safety. In this event, additional indoor spaces will be opened (e.g. Gym, E Block) for student shelter and staff on Area 3 will be redirected for duty. This will be announced at the start of recess/lunch if required via the school PA system.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

A student may be asked to leave the classroom as part of the whole school Five Rs Behaviour Code.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the main office 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

Digital devices and virtual classroom

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

Lyndhurst 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 by a member of staff. In the event a teacher is not directly supervising student participating in remote and flexible learning while on the school site, students will be based in common areas where passive supervision can occur e.g. Senior Study Centre, Library, Conference Room.

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

- student attendance will be monitored using Compass roll marking
- 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

Students in Years 11 and 12 may have study periods as part of their scheduled timetable at Lyndhurst Secondary College. Year 11 and 12 students have 3 study periods per fortnightly cycle. These are scheduled to occur at the following times:

- Wednesday Period 5 (once per week)
- Friday Period 1 (once per fortnight) from 2023

During these times, students will have the option to attend on site where a suitable study space will be made available in either the Senior Study Centre or Library. Students will have the option from the following during scheduled study times:

- Attend on site for private study
- Sign in prior to period 2 commencing in the event of a scheduled Period 1 study block
- Sign out at the start of lunch in the event of a scheduled Period 5 study block

Students may be required to attend compulsory sessions for scheduled SACs or incursions during their study block times. These will be published on Compass schedules.

In the event of teacher absence, Year 11 and 12 classes will be 'cancelled' i.e. not have a teacher replacement allocated to their class. The class will be reallocated to attend the Senior Study Centre. During this time, attendance will be marked by a member of staff and students will be expected to work independently on work left on lesson plans by their teacher during this time. Students are not permitted to leave the college grounds in the event of a 'cancelled' class except where the 'cancelled' class falls during Period 5. If this occurs, students are permitted to sign out at the start of lunch and leave the college grounds.

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:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our school newsletter
- Made available in hard copy from school administration upon request

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](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2022
Approved by	School council
Next scheduled review date	August 2024

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