



**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 8.30am 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 (8:30am to 8:50am) 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"> <li>• Gates #2</li> <li>• Gate #6</li> <li>• Gate #10</li> <li>• Central courtyard/garden area</li> </ul>	<ul style="list-style-type: none"> <li>• Gate #6/Wentworth Avenue</li> <li>• LSC Bus Stop</li> <li>• South Gippsland Pedestrian Lights</li> </ul>

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.

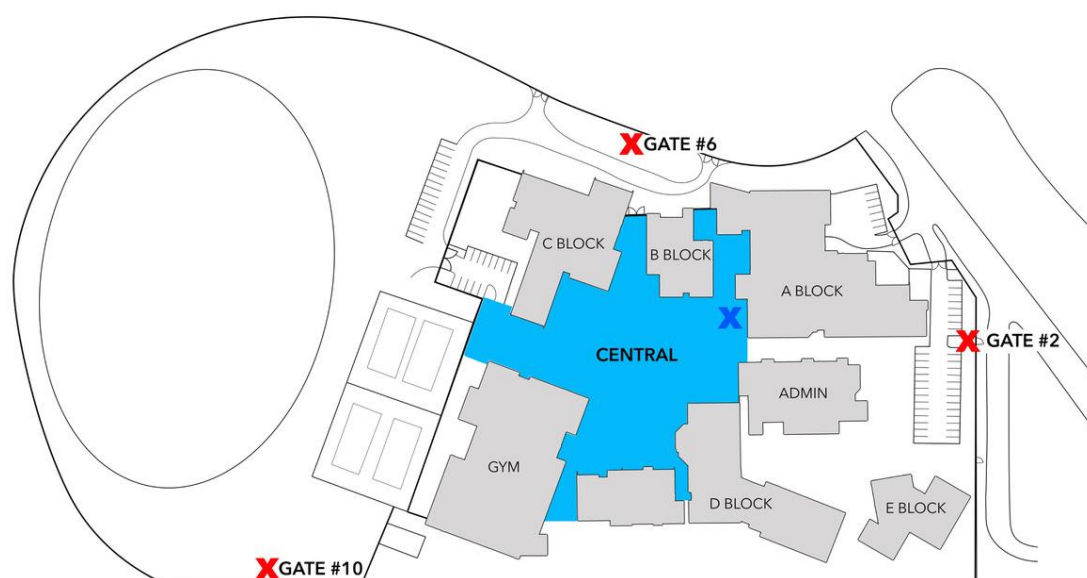
### **Yard duty zones**

The designated yard duty times for our school as at Term 1, 2023 are as follows:

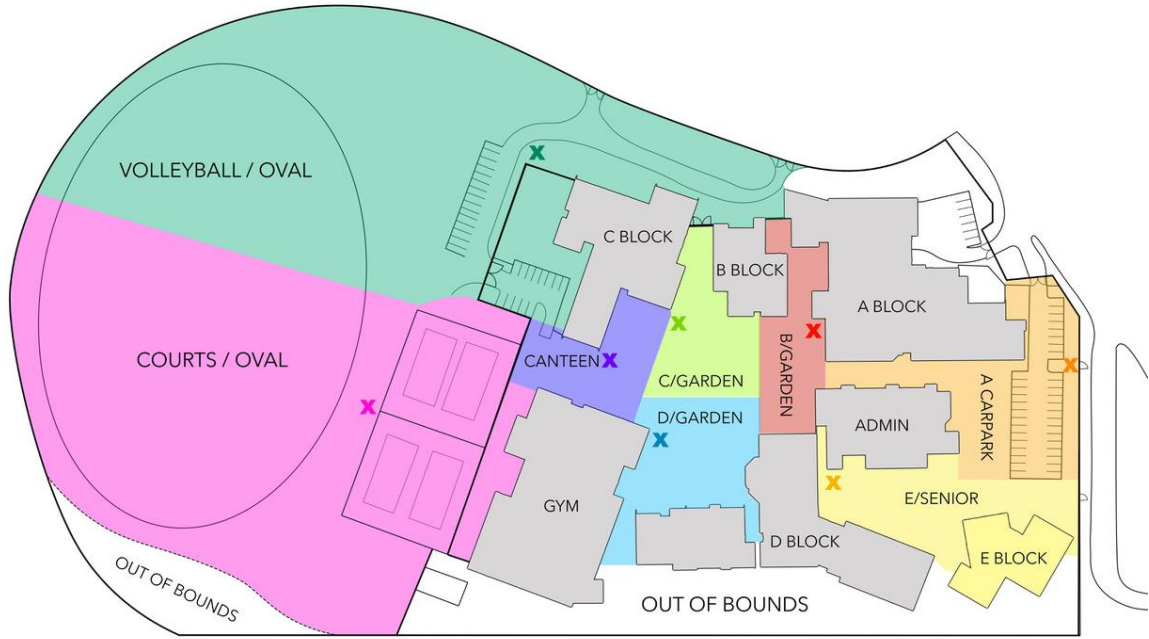
	<b>Start Time</b>	<b>Finish Time</b>
<b>Before School</b>	8.30am	8.50am
<b>Recess</b>	11.00am	11.23am
<b>Lunch 1</b>	1.20pm	1.43pm
<b>Lunch 2</b>	1.40pm	2.03pm
<b>After School</b>	3.00pm	3.20pm

The designated yard duty areas for our school as at Term 2, 2023 are shown on the following maps for before school, recess/lunch and after school. Please note that the placement of the X in the area indicates the changeover point for Lunch 1 and Lunch 2 duties, as well as where the staff member should base themselves when not roaming to have visibility of their enter area.

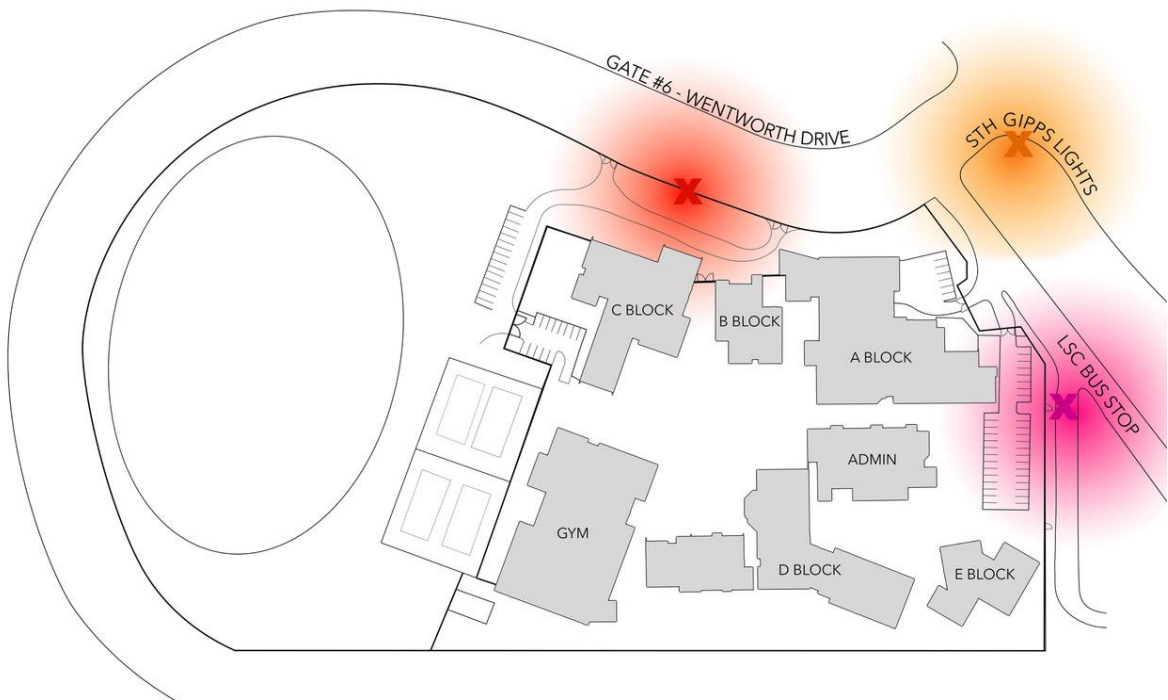
### **Before School:**



**Recess/Lunch:**



**After School:**



## **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 in all areas 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;
- monitor student behaviour, uniform and mobile phone/headphone use in the area;
- ensure students are maintaining a clean and tidy environment e.g. no littering;
- confiscate non-uniform items and mobile phones or headphones if sighted and hand into main office at end of duty in envelopes (phones/headphones) or labelled (uniform); and
- log any incidents or near misses as appropriate i.e. Compass entry, notification to member of Executive Team.

Further information regarding specific duty areas and designated changeover points for lunchtime duties are provided in Appendix 1.

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 mobile phone, then 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 and/or outside courts for safety. In this event, additional indoor spaces will be opened (e.g. Gym, E Block) for student shelter and staff on Oval areas will be redirected for duty. This will be announced at the start of recess/lunch if required via the school PA system.

A sample extreme weather yard duty arrangement is outlined below:

Staff on Yard Duty Area	Relocate To This Space
A/Carpark	E Block
B/Garden	Library
C/Garden	Gym/Drama
D/Garden	Gym/Drama
E/Senior	E Block
Courts/Oval	Library
Volleyball/Oval	Senior Study Area

\*Canteen remains in place to supervise Canteen area

### 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

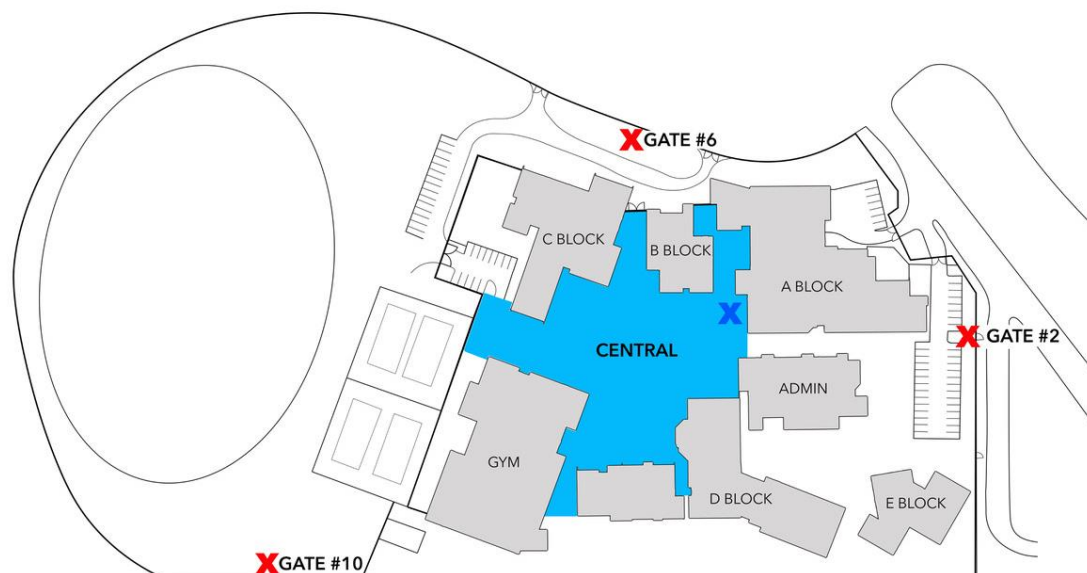
Policy last reviewed	April 2023
Approved by	School council
Next scheduled review date	April 2025

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.



## APPENDIX 1: SPECIFIC YARD DUTY AREA RESPONSIBILITIES AND CHANGEOVER POINTS

### Before School Duty Area Responsibilities:



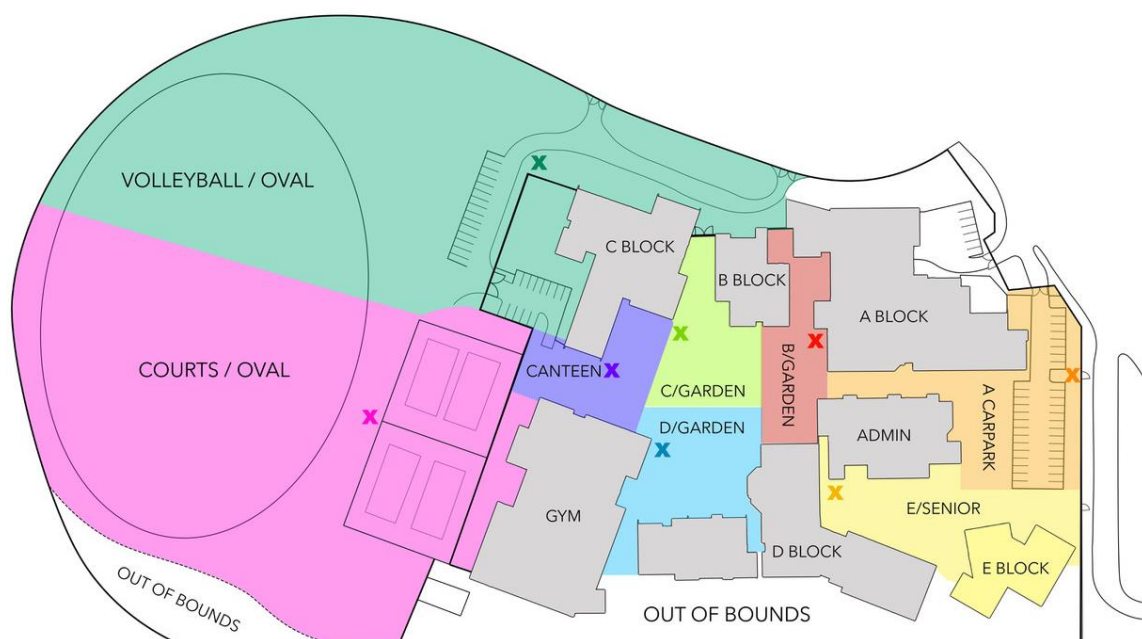
#### Gate 2, 6 and 10

- Ensure safe entry to the school site
- Welcome students as they enter the site in the morning to create a positive start to the day
- Remind and reinforce the college rules regarding mobile phones and headphones (these are to be put in their bags before entering the site and are not to be visible at all when on site)
- Monitor uniform of students entering the site
- Request students to remove non-uniform items before entering the site and store in their bags until back off site (e.g. non-school jackets)
- Direct students to their relevant sub school office to get loan uniform items and/or get uniform passes before homegroup if required for a non-uniform item that cannot be removed (e.g. pants, shoes)
- Ensure no students are riding bikes, skateboards, scooters or other wheeled devices through the school yard – all students must walk vehicles through school grounds
- Caution any students who are not wearing their helmet when riding bikes, scooters
- Make an *Unsafe bicycle/scooting riding* Chronicle entry for any student not wearing a helmet which sends an automated email to parents to notify them

#### Central

- Ensure toilets connected to A Block are open and accessible for student use
- Ensure no students are loitering around/in the toilets and causing potential damage
- Move students on to home group once music starts at 8.45am
- Check toilets are empty, then close toilets once music commences at 8.45am

## Recess/Lunch Duty Area Responsibilities:



### A/Carpark

- Ensure A Block building is locked and students are not entering the building during break times
- Ensure no students are exiting the site during recess or lunch via Gate 2 (unless senior students leaving for the day due to the conclusion of scheduled classes)
- Check Gate 1 (closest to E Block) remains closed and locked
- Report any students leaving school grounds without permission to the relevant Sub School using the *Minor Behaviour – Truancy* post
- Ensure no students are playing or loitering in or around the cars in the carpark area (this area is out of bounds)
- Ensure no large ball games are played in this space - redirect to courts/oval

### B/Garden

- Ensure B Block building is locked and students are not entering the building during break times
- Ensure toilets connected to A Block are unlocked and door is bolted open (if door is closed, re-open and check toilets for potential student vaping or damage)
- Monitor toilets carefully and move students on who are congregating in/around toilets in groups or for long periods of time to prevent damage
- Ensure no large ball games are played in this space - redirect to courts/oval

### C/Garden

- Ensure C Block building is locked and students are not entering the building during break times
- Ensure toilets connected to C Block are unlocked and door is bolted open (if door is closed, re-open and check toilets for potential student vaping or damage)
- Monitor C Block toilets carefully and move students on who are congregating in/around toilets in groups or for long periods of time to prevent damage
- Clear students out of Middle School locker bay areas to prevent congregating, damage or litter in these confined areas
- Ensure no large ball games are played in this space - redirect to courts/oval

### D/Garden

- Ensure no students in D Block corridor after first five minutes of break – clear corridors and lock entry doors to D9 to D15 building (Year 11/12 students can be in Study Centre at break times and this door can remain open)
- Open D Block doors when warning bell goes for end of break or music starts to allow student access to lockers
- Ensure no students are loitering in the out of bounds area (behind D Block buildings)
- Clear students out of Year 11 locker bay areas to prevent congregating, damage or litter in these confined areas
- Monitor four square area outside Library and courtyard/garden spaces
- Ensure no large ball games are played in this space - redirect to courts/oval

### E/Senior

- Ensure students are safely entering/exiting the E Block space (e.g. no pushing, inside voices, no eating)
- Support students to collect or put items into their lockers quickly and calmly
- Move students out of E Block space as soon as they have been to their lockers
- Ensure there is no eating in the E Block – move students outside to eat
- Lock E Block building after first five minutes of break
- Unlock E Block building in last five minutes of break (as soon as warning music starts) to allow student access to lockers
- Ensure no students are loitering in the out of bounds area (behind D Block buildings or carpark)
- Clear students out of Year 8 locker bay areas to prevent congregating, damage or litter in these confined areas
- Monitor four square and outdoor seating/table tennis areas
- Ensure students inside Senior Study Centre are using the indoor space for study only – no socialising or food permitted
- Clear students in corridor next to Senior Study Centre and move them outside if not studying
- Ensure no large ball games are played in this space - redirect to courts/oval
- Ensure toilets next to Senior Study Centre are unlocked and door is bolted open (if door is closed, re-open and check toilets for potential student vaping or damage)
- Monitor toilets carefully and move students on who are congregating in/around toilets in groups or for long periods of time to prevent damage

#### NOTES:

- **If on duty at the start of a break, start duty inside E Block, then move outside.**
- **If on duty at the end of a break, start duty outside, then move inside once warning bell/music for the end of the break commences**

### Canteen

- Ensure students line up calmly and respectfully, including speaking respectfully to canteen staff
- Move any students not lining up away from the canteen windows and line area
- Ensure students don't cut in the line or pass money to others to buy for them – give warning and move to the end of the line if they have cut in front of others or direct students to line up themselves
- Monitor littering and rubbish in the area

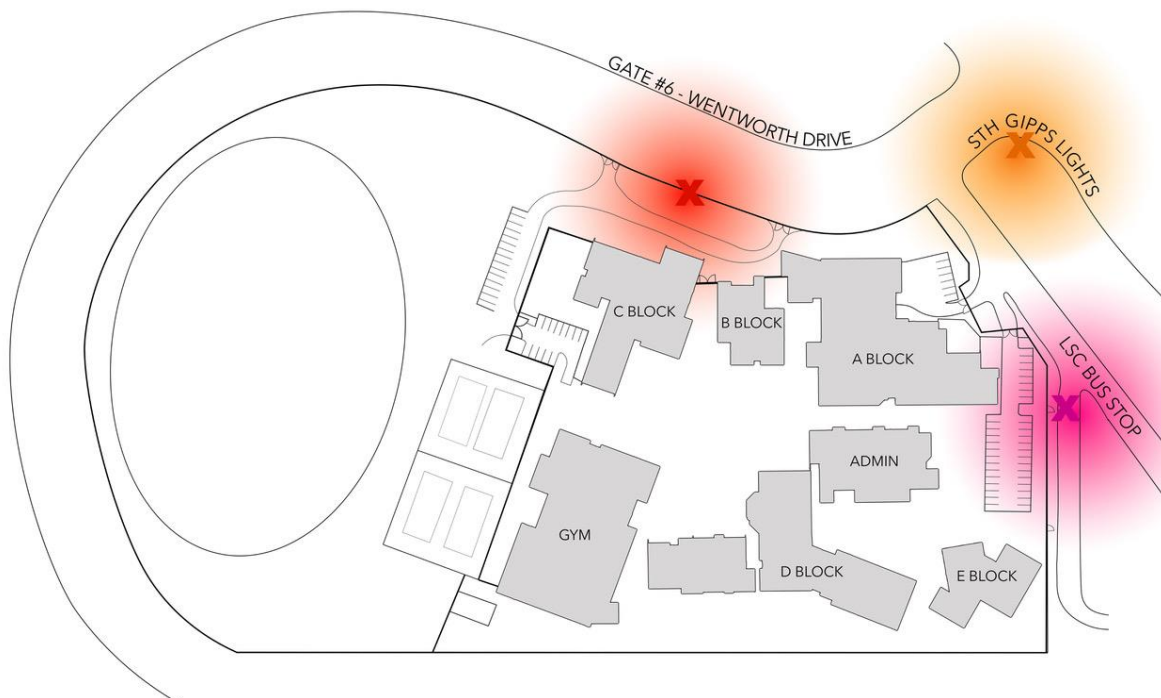
### Courts/Oval

- Ensure no students are sitting or loitering in the out of bounds area (anywhere beyond the top of the hill at the back of the oval)
- Supervise students playing on the four outdoor courts and oval space allocated to duty
- Ensure no rough play or tackling games are being played on the oval (e.g. touch rugby only)
- Ensure students are playing fairly and sharing spaces
- Monitor the area behind the Gym next to the outdoor courts

### Volleyball/Oval

- Supervise students playing on the volleyball court and oval space allocated to duty
- Ensure no rough play or tackling games are being played on the oval (e.g. touch rugby only)
- Ensure students are playing fairly and sharing spaces, particularly the volleyball court
- Ensure students are not loitering in the carpark area

### After School Duty Area Responsibilities:



### Gate 6/Wentworth

- Ensure safe exit from the school site
- Ensure students are not riding bicycles/scooters within school grounds

- Ensure no students are riding bikes, skateboards, scooters or other wheeled devices through the school yard – all students must walk vehicles through school grounds
- Caution any students who are not wearing their helmet when riding bikes, scooters
- Make an *Unsafe bicycle/scooting riding* Chronicle entry for any student not wearing a helmet which sends an automated email to parents to notify them
- Ensure students are behaving safely and respectfully whilst waiting for buses
- Record any number plates of people driving dangerously and pass to admin

#### **LSC Bus Stop**

- Ensure students line up safely and respectfully to enter buses
- Be vigilant that when students are crossing in front of parked buses or watch for cars
- Record any number plates of people driving dangerously and pass to admin

#### **South Gippsland Lights (Highway Pedestrian Crossing)**

- Ensure students wait for lights calmly and safely (e.g. no pushing)
- Ensure students stay off the road until the lights go for crossing
- Remind students to walk bicycles, scooters and skateboards over roads