



POLICY REVIEW AND APPROVAL

This Policy has been reviewed and endorsed by the Principal:	April 2024
This Policies next review and endorsement is due in two years:	2026



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Geelong High School on 03 5225 4100 or geelong.hs@education.vic.gov.au.

PURPOSE

The purpose of this policy is to explain to staff Geelong High School 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 is 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 Geelong 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

1. Before and after school

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

Before and after school, school staff will supervise the school oval and entrance of the school. If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office, attend the library which is open between until 4.30pm.

2. Yard duty

All staff at Geelong High School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal or alternative nominee e.g. Daily Organiser/Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Geelong High School, staff will be designated a specific yard duty area to supervise.

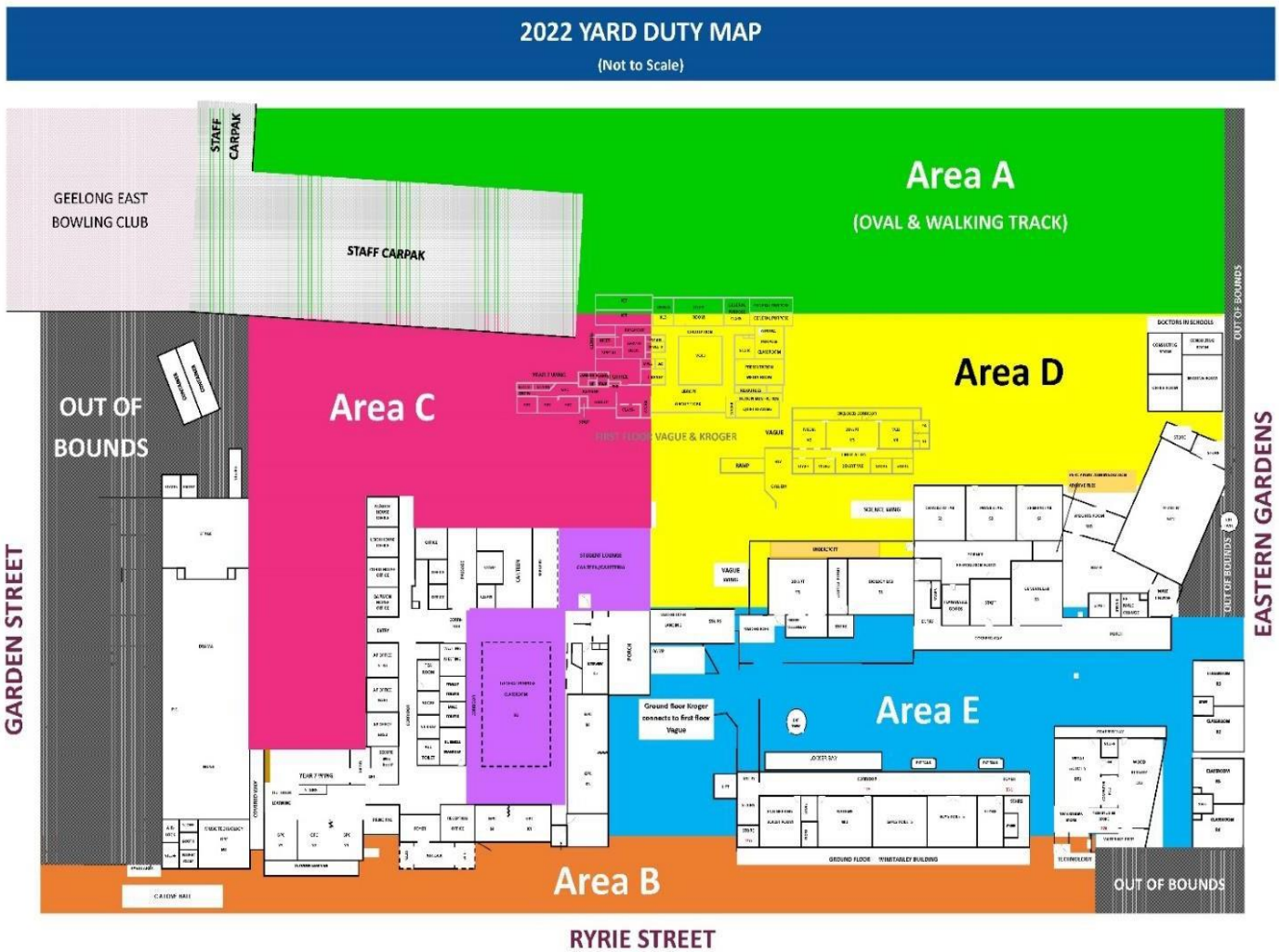
The designated yard duty areas for our school are outlined areas and include map of zones where appropriate.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

3. Yard duty zone

The designated yard duty areas for our school are

AREA	DESCRIPTION
A	Oval & Walking Track
B	Front of School
C	Year 7 Area
D	Basketball Court
E	Between Vague & Winstanley Building



Yard duty equipment

School staff:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests are provided to 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.
- log any incidents or near misses as appropriate

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 Daily Organiser 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 or 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 either check on a nearby yard duty roster to see who should be following them or send a message to the office/call Assistant Principal 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.

4. 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 Assistant Principal, or a nearby teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

5. 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 [Excursions Policy](#).

6. 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.

7. 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](#)

8. Independent Study

Year 12 Study Periods

If Study Session are scheduled after lunch students (Year 12's only) may choose to leave the school from the beginning of lunchtime. These students will not appear on a roll and are assumed to have left the school. We encourage students to stay if they wish to study at school. If they do stay they MUST sign in on Compass at the Office as a "Visitor" and sign out when they leave. This will ensure, that in the event of an emergency evacuation, they are accounted for.

Years 10, 11 And 12 - VET Private Study Procedures

Students who have VET Private Study on a Tuesday or Thursday Periods 1 and 2 are NOT required to attend school until Period 3. It is now a requirement that when these students arrive, anytime during Periods 1, 2 or recess, that they enter via the Administration Office and "tap on" using their ID card at the Compass "Kiosk" to record their time of arrival. If the student does not have their ID card with them they must report to the Administration Office to have their arrival time recorded. Student's must then sign in at the Library.

Students who have VET classes outside the school on a Monday or Wednesday afternoon are considered not to be at school and will not appear on any rolls. If a student is at school when they are expected to be at their VET class then they should sign in at the Compass kiosk as a visitor, then report to the Library and sign in on the Library attendance roll.

9. Supervision of students 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 staff handbook
- Included as a reference in our school newsletter
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)