



Camperdown College Yard Duty and Supervision Policy

PURPOSE

This policy and procedures are intended to ensure that school staff and parents/carers understand their responsibilities in relation to the supervision of students, and to ensure the school fulfils its duty of care to its students.

SCOPE

This policy applies to all teaching and non-teaching staff Camperdown College, including education support staff and casual relief teachers (CRTs).

IMPLEMENTATION

Appropriate supervision enables staff to identify and respond to possible risks at school as they arise, and 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.

1. CLASS SUPERVISION

Junior Campus students will line up in an orderly fashion in a designated area when the music plays to signal the beginning of the school day, and the end of recess and lunch. The teacher for the following lesson should be present at the line before the second bell sounds.

Senior Campus students will assemble outside the classroom ready for the commencement of each class and not enter the classroom until the teacher is present.

At the Junior Campus, specialist teachers will collect and return classes to their classrooms. If students are transitioning to another specialist class, teachers will ensure that they move throughout the school with a teacher.

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, they should first contact the Assistant Principal (through a student messenger) for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Rooms with specialised equipment or chemicals are to be kept locked when not in use.

Students must not enter or leave the classroom without teacher permission. At the Senior Campus, laptop computers should be returned to the library after the end of class bell, or earlier if under teacher supervision.

2. YARD DUTY

All teachers and designated education support staff at Camperdown College are expected to assist with yard duty supervision in designated areas and will be included in the weekly roster. The Assistant Principal is responsible for preparing and communicating the yard duty roster and reviewing this termly. Details of the yard duty roster, including designated areas, are displayed in the office and on the staffroom noticeboards at each campus. At the Junior Campus, rosters will be displayed in teacher work spaces or classrooms, clearly visible to CRTs. Changes to the yard duty roster will be recorded in the Daily Organiser and on Compass.

There will be staff rostered on for yard duty at each campus before school, during recess and lunch breaks, and after school. Students will be supervised in defined areas of the yard during these times.

During yard duty, supervising school staff must:

- be alert and vigilant, and methodically move around the designated zone ensuring active supervision of all students
- 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, including recording incidents of concern on Compass as a red chronicle entry
- ensure that students who require first aid assistance receive it as soon as practicable
- where safe to do so, approach any unknown visitor and refer them to school office if they have not signed in; seek assistance to manage unidentified visitors if required
- At the Junior Campus wear a provided safety/hi-vis vest and carry the yard duty first aid bag
- At the Junior Campus ensure Prep – Year 2 students remain in their designated areas
- Carry mobile phone

If being relieved of their yard duty shift by another staff member, 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 staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal with as much notice as possible to ensure that alternative arrangements are made.

If the supervising staff member 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 staff member has arrived.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the Assistant Principal and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

On days of inclement weather, alternative yard duty arrangements will be made for students at both campuses with revisions to supervision arrangements.

3. Yard Duty Zones

Senior campus – first listed teacher patrols from the west side of the basketball courts to the hall/oval area; second listed teacher patrols from the east side of the basketball court to the breezeway and courtyard area.

Junior campus – first listed teacher patrols the McKinnon Street side of the building; second listed teacher Henderson Street side of the building.

BEFORE AND AFTER SCHOOL

Junior Campus

Parents and carers will be advised through school handbooks and newsletter that they should not allow their children to attend Camperdown College outside of the supervised hours specified below.

The school will provide staff supervision for students at the **Junior Campus** before school from **8.35am** with students able to enter the building at 8.45am. Staff supervision will be provided until **3.30 pm** at the Junior Campus.

The scheduled arrival and departure of the bus from the Junior Campus at the end of the day will also be supervised by a teacher on duty. If a Junior Campus bus has not arrived before the 8.45am bell, the supervising teacher will not be present, due to monitoring their own class' transition into the building.

If a Junior Campus student regularly arrives at school before supervision commences at the beginning of the day, the Principal or Assistant Principal will follow up with the parent/carers to:

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

Parents needing supervision for primary aged students before 8.35 am or after 3.30 pm are encouraged to make use of the Outside School Hours Care (OSHC) service provided by TheirCare on-site at the Junior Campus.

Students remaining in the school yard awaiting collection after 3.30pm will be directed to the office waiting area where attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Health and Human Services and for them to arrange for the care and protection of the student. Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Senior Campus

A teacher will be rostered on to provide staff supervision for students at the **Senior Campus** before school from **8.40 am** (arrival of first bus) and after school until **3.40 pm** (departure of last bus).

Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.

All Senior Campus students must sign in at the General Office if remaining after hours for scheduled activities. Teachers holding after school classes/clubs must inform office staff each time this occurs and students are still expected to sign in.

Senior students remaining at school for independent study in the Year 12 study room must check in first with Assistant Principal to check that there will be staff on campus and then sign in at office.

Assistant Principal/Principal is to remain on site until the end of after school sessions conducted by Education Support staff, eg. instrumental music lessons.

4. SPECIAL CIRCUMSTANCES

Late arrival at school

All students are expected to arrive at school in time for the commencement of the first session (8.50 am at the Junior Campus and 9 am at the Senior Campus). Students arriving late at the Junior Campus must sign in at the Office then go immediately to class. Students arriving late at the Senior Campus without parent contact with the school must sign in at the Office and will be seated in the corridor in view of the Office before joining their class at the commencement of the next session.

Early departure from school

The school must receive written permission or telephone contact from a parent/carer before the school will authorise a student to be dismissed from school prior to the end of the school day. Parents/carers will be encouraged via the school newsletter to provide advance notice when this is to occur.

A record of early departures is to be kept in the office and completed for all students departing the school early. Students must be signed out of the school by their parent/guardian if departing prior to dismissal time. No parents/guardians are permitted to take students directly from the classroom without pre-arranging the early departure with the office and signing the student out.

In the event that it is not the parent/guardian collecting the student during the school day, prior arrangement must be made by the parent/guardian notifying the office who will be collecting the student. Students can only be collected by a responsible person 16 years and over.

No students will be sent home on their own outside of normal dismissal time unless prior contact has been made with parents.

Permission for students to leave school grounds

The school does not give lunch passes for students to go home, or down the street, at lunchtime. All students are required to remain at school during lunchtime.

With approval from the Assistant Principal, a teacher may give permission for small groups of senior secondary students who have completed their Local Excursion Permission Form to leave the school grounds without a teacher to complete a non-adventure activity within the town, where the activity is directly related to their learning. Under these circumstances, these students must be signed out at the office.

Unauthorised departure

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately. Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police.

Independent Study – Senior Campus

Under exceptional circumstances the Assistant Principal may authorise senior secondary students to work without direct teacher supervision in a designated room that is in close proximity to a room which is staffed.

Year 12 students, and some Year 11 students, have designated study periods and must undertake these study periods in the Year 12 study room or, if authorised, in the library. Students are not permitted to leave school grounds during these sessions.

Teachers working with individual students outside of class time

At the Senior Campus, teachers working with students one on one at lunchtime, recess or after school must do so in the downstairs area where there is a line of sight to other staff members.

Library

During recess and lunchtimes, students using the Senior Campus Library will be in the presence of the Library Assistant (Education Support Staff member) and in these instances, supervision is the responsibility of the library officer with on call support from the Assistant Principal.

Remote and flexible learning

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

During periods of remote learning, while parents are responsible for the appropriate supervision of students accessing virtual classrooms from home, student attendance will be monitored by the teacher and any wellbeing or safety concerns for the student will be managed in accordance with our usual processes.

Camperdown College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on the school site, for example VHAP lessons, VCE shared provision. In these cases, students will be supervised in a high visibility area.

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.

Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

Camps and excursions

The Principal and Assistant Principals 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 each school camp and excursion, depending on the activities to be undertaken and the level of potential risk involved and will adhere to Department of Education and Training policy and ratios.

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. Students involved in structured workplace learning or work experience are supervised by their hosts and this agreement is signed by the host employer, parents and the school.

Supervision of students travelling for shared provision

The students are to sign out at the office before leaving and sign in upon return.

Students travelling on the commissioned bus to VET/CTTC programs are under the supervision of the bus driver. The bus driver is to be given a copy of emergency contacts for the students and a school contact.

Students travelling to VET/CTTC with an Education Support staff member are under the supervision of this person.

Students travelling on public transport for VET are advised to sit in high visibility areas and report any incidents of concern to the driver/conductor and to the school.

Whilst at VET students are under the supervision of the VET providers and must comply with all rules and requirements on a delivery site.

COMMUNICATION

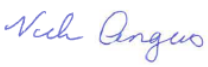
This policy will be communicated to our school community in the following ways:

- Available publicly on the Camperdown College website
- School handbooks
- Reminders in school newsletter
- Through annual staff induction processes

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	15/11/2022
Approved by	Acting Principal 
Next scheduled review date	15/11/2025