



## Yard Duty

### **Purpose**

The purpose of this policy is to explain to staff, Lyndale 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 Lyndale 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**

Teaching and ES staff at Lyndale Secondary College are expected to assist with yard duty supervision and will be included in the fortnightly roster. The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Lyndale Secondary College, school staff will be designated a specific yard duty area to supervise and it will appear on their compass schedule.

### **Before and after school**

Lyndale Secondary College's grounds are supervised by school staff from 8:30 am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. The two major entry and exit points are supervised before and after school, these areas are Halton rd and Gladstone rd. Greater Dandenong provide a crossing guard near each of these entry/exit points. Students who may wish to attend school outside of these hours are to be supervised by a staff member by prior arrangement. Each student must have their attendance marked on a roll.

### **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 on Compass
- 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 Daily Organiser or Principal class member but should not leave the designated area until the relieving teacher has arrived in the designated area.
- If the next teacher on duty does not arrive for yard duty, the teacher currently on duty should send a message to the office/call a Principal class member 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.

### **Yard duty Notes**

- School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Social Staffroom.
- Exchange walkie talkie to ensure communication. Walkie talkies are stored in the social staffroom
- Staff are to actively patrol areas and not remain in the one spot the entire time
- Staff are to proactively monitor student behaviours and must not be speaking on mobile phones (unless calling front office for emergencies), reading books etc during yard duty supervision.
- In case of an emergency contact front office and/ or sub schools.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

## **Yard Duty Responsibilities**

*At beginning of recess/lunch, staff will be required to,*

- Please wear yard duty vests whilst on duty
- Collect radio from social staff room in administration building (radios pre-programmed to correct channel)
- If duty occurs at 2<sup>nd</sup> half of lunch, please collect radio off staff member you are swapping with and return to administration building at end of yard duty.

### **Area 1**

- Supervision of the indoor canteen seating area
- Monitor students lining up for canteen (Year 11 and 12 only)
- No access for students to D-wing or Canteen toilets (Term 1 due to renovations)

### **Area 2**

- Supervision of outdoor area between canteen and admin building (south side)
- Monitor students lining up for canteen (Years 7-10)
- Monitor no. of students entering D-Block toilets (Years 9/10)
- Locker bays at beginning and end of breaks

### **Area 3**

- Supervision of outdoor area between admin building (north side) and junior building
- Out of bounds for students on Halton Rd side of admin and senior building
- Locker bays at beginning and end of breaks

### **Area 3 ES**

- Assisting Area 2 and 3 staff with supervision between canteen and junior building.

### **Area 4**

- Supervision of oval, outdoor volleyball court and back of B-building.

### **Area 5**

- Supervision outside portables and undercover area. Out of bounds past the undercover area (unless walking on path to stadium).

### **Area 5 ES**

- Assisting Area 5 and 6 staff with supervision along the driveway from playing courts to undercover area.

### **Area 6**

- Supervision of playing courts and driveway. Car park is out of bounds.

### **Area 7 (Lunchtime Only)**

- Supervision inside the stadium
- No food or drink inside stadium
- Students must be in correct footwear (runners)
- Change rooms locked- only disabled toilet to remain open.

### Yard duty times: Monday, Wednesday, Thursday and Friday

Yard duty	Start	finish	minutes
Before school	8:30	8:50	20 min
After school	3:00	3:15	15 min
recess	10:53	11:14	21 min
Lunch time ( 1 <sup>st</sup> half)	1:20	1:38	18 min
Lunch time (2 <sup>nd</sup> half)	1:38	1:57	19 min

### Yard duty times: Tuesday

Yard duty	Start	finish	minutes
Before school	8.30	8:50	20 min
After school	3:00	3:15	15 min
recess	10:43	11:03	20 min
Lunch time	12:59	1:29	30min

### Extreme Weather

In the event of heavy rain or extreme weather conditions, the following arrangements will be made during inclement weather.

PCO will be responsible for deciding if it is unreasonable for students to be outside due to inclement weather. If this decision is made, communication will be made to staff and students via email and the PA system.

### Yard duty adjustments in inclement weather

- **Area 1**-As per normal in Canteen area.
- **Area 2**- YD to combine with *Area 1* and monitor Canteen.
- **Area 3**- As per normal monitoring undercover areas in locker bays and Table Tennis.
- **Area 4**- Will become out of bounds and YD to transfer supervision into B-Block.
- **Area 5**- Will become out of bounds and YD to transfer supervision into STEM building.
- **Area 6**- Will become out of bounds and YD to transfer supervision into D Wing Corridor
- **Area 7**- As per normal in Stadium (lunch only)
- **ES Yard Duty 3**- Assist with supervision in STEM Building
- **ES Yard Duty 5**- Assist with supervision in Senior Building

The following areas will be opened up to provide shelter for students in inclement weather...

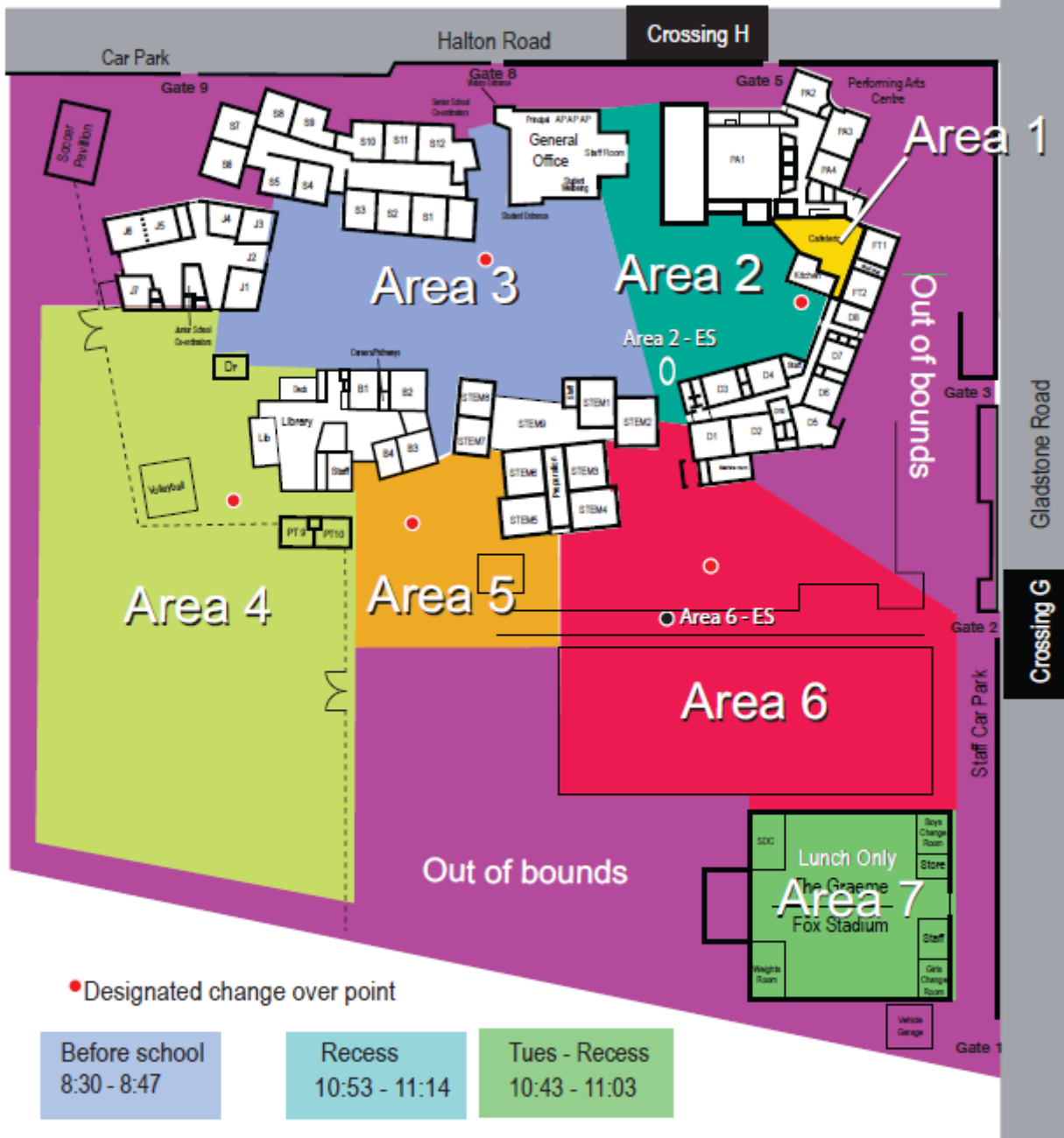
- **Years 7/8**- Canteen Area
- **Year 9**- STEM Building
- **Year 10**- B Building
- **Year 11/12**- Senior Building

It is advisable that you're equipped with appropriate clothing and footwear, e.g. shoes as per OH&S requirements during yard duty.

The designated yard duty areas for our school as of Term 3, 2023 are:



# Yard Duty Map



The areas marked in **Purple** are out of bounds to all students.

## Digital Devices and Virtual Classroom

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

Lyndale 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 [In the classroom by teachers responsible for their care. In the yard by teachers on supervision duties. Parents will be communicated with in regard to the settings and the times in which the student should be in attendance from.

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

- student attendance will be monitored via Coordinators touching base with family and ensuring the completion of school tasks.
- 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.

## 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
- Communicated to the Lyndale SC community via Compass, TEAMS and emails
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- 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 and parent reminders are sent at the beginning of each term in our school newsletter.

## POLICY REVIEW AND APPROVAL

Endorsed by	Principal
Endorsed on	5 May 2023
Next review date	May 2025