

Purpose:

The purpose of this policy is to explain to staff Brentwood 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 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 Brentwood 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:

Before and after school

Brentwood Secondary College's grounds are supervised by school staff from 8.30am until 8.50am before school and 3.05pm until 3.25pm after school. Outside of these hours, school staff will not be available to supervise students. During these times the following areas will be supervised:

- Northern (K Block, M Block and SLC) **Before School Only**
- Southern (East and West Courtyards)
- Bus stops on Watsons Road **After School Only**

Students who may wish to attend school outside of these hours are encouraged to either attend the Library which is supervised from 8.30am before school and until 4.30pm Monday – Thursday and 4.00pm on Fridays after school each day.

Yard Duty

All staff at Brentwood Secondary College are expected to assist with yard duty supervision when in transit at the beginning or end of a break. All teaching staff will have scheduled duties within the two-week roster.

The Director of College Operations is responsible for preparing and communicating the yard duty roster on a regular basis. At Brentwood Secondary College school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school as at Semester 2, 2021 are:

Yard Duty Areas

<p>Oval North and Oval South (2 Staff):</p> <ul style="list-style-type: none"> • Supervise students on the oval. • Ensure that no one is within 5m of fence. • Primary School car park is out of bounds. • Check Western laneway and embankment. • If the gate to the laneway is not locked please contact the General Office immediately. • Be vigilant in preventing and reporting rough play and littering. • Oval South person to incorporate the SLC study space as part of their route to ensure students are following all expectations (not eating/drinking, playing ball games and wearing masks - if required) <p>Change Over Point - On top of the hill to oval in line with the speaker tower.</p>	<p>South Courtyard:</p> <ul style="list-style-type: none"> • South Courtyard is both Courtyards East and West. • This duty is only before and after school and you must walk between both the East and West Courtyards.
<p>Gym Hall:</p> <ul style="list-style-type: none"> • Supervise students in the gymnasium, hall and foyer areas. • No food is to be brought into the gymnasium. • Students must be participating in physical activity. • A roster will be published to show which day each year level may use the gym. • Sports Teams have priority use of the Gym. If this is the case please patrol outside the main entry of the gym. <p>Change Over Point - In the Gymnasium</p>	<p>Grassy Knoll:</p> <ul style="list-style-type: none"> • Supervise students around the tennis courts, keep students away from the boundary (no student should be within 5m of the fence), no ball games e.g. football or soccer in this area. <p>Change Over Point - On the path between the grassy knoll and tennis courts</p>
<p>Perimeter West:</p> <ul style="list-style-type: none"> • Around and behind the old hall and new gymnasium. • Car park and roadway. • Students are not allowed in the carpark. <p>Change Over Point - Under Shade Cloth outside basketball courts</p>	<p>K Block:</p> <ul style="list-style-type: none"> • Supervise all around the K Block rooms and in locker bay 8 and corridor adjacent to K1 - 4 • J Block veranda and in front of K18 - 23 lower oval. <p>Change Over Point - End of the corridor between K9 and K5.</p>
<p>Basketball Courts:</p> <ul style="list-style-type: none"> • Supervise the basketball court area <p>Change Over Point – East side of basketball courts.</p>	<p>Canteen:</p> <ul style="list-style-type: none"> • Staff rostered for recess and the first half of lunch, are not teaching the period prior so that you can be there promptly.

<p>M Block:</p> <ul style="list-style-type: none"> • Supervision of students around the M-Block portables. • Please ensure students do not enter Primary School Oval if the gates are open (please contact the Office if this is the case) <p>Change Over Point - Centre of the courtyard between M1 and M2</p>	<p>Courtyard West:</p> <p>Includes the hayshed, locker bays, A & J Blocks, outside the library, verandas and tables. Keep an eye on the canteen 2nd half of lunch.</p> <p>Change Over Point - North side of the courtyard outside Locker Bay 9.</p>
<p>Senior Learning Centre (SLC):</p> <ul style="list-style-type: none"> • Supervise the kitchen in the SLC. It is for Year 11 and Year 12 students only. • Make sure there are not too many students in the kitchen at any one time. • Supervise students in the SLC study space. 	<p>Courtyard East:</p> <ul style="list-style-type: none"> • Includes the C & G Blocks, locker bays, outside the library, verandas and tables. <p>Change Over Point - North side of the courtyard outside walkway between G2 and G3</p>
<p>North Courtyard:</p> <ul style="list-style-type: none"> • North Courtyard is both K Block and M Block. This duty is only before school and you must walk between both K Block and M Block. 	<p>Bus School Side (Bus SS) and Bus Other Side (Bus OS):</p> <ul style="list-style-type: none"> • This duty is supervising the bus stops after school only. • You must be there promptly and supervise students while they are waiting for their bus. Please keep students away from the road and monitor their behaviour at the bus stop. • There are bus stops on both sides of the road, hence the school side and other side duties.
<p>Library Duty:</p> <ul style="list-style-type: none"> • Student supervision in the Library. Please ensure you report to the Library for further information. 	<p>Tennis Courts (Lunchtime only):</p> <ul style="list-style-type: none"> • Supervise physical activity/games on the tennis courts. • Small ball games only allowed (downball/four square, netball, basketball etc.) • No kicking or striking sports/games (i.e. soccer, AFL, cricket etc.) • Loan sports equipment located in the small storeroom. Students should trade in their ID card to borrow any equipment. • Sports teams have priority for training. If a sport team is training, the yard duty teacher should assist on the basketball courts.
<p>Weights Room (Lunchtime only and on certain days):</p> <ul style="list-style-type: none"> • Supervise students working out in the room and following room guidelines. • Ensure students are not misusing equipment. • If there are no PE trained staff members to take a replacement YD for this area then the Weights Room will be closed for that shift. 	

*Note that Before and After School Yard Duties encompass the following:
 North Courtyard - Covers all of K Block, M Block and SLC
 South Courtyard - Covers both Courtyard East and West



During yard duty, supervising school staff must:

- Wear a provided safety / hi-vis vest whilst on yard duty and lanyard with ID. All yard duty staff will be provided with a high-vis vest, lanyard and zip lock bags for mobile device confiscation. CRT staff should collect one from the Daily Organiser.
- School staff must be clearly identified with their name badge or ID card clearly visible.
- Remain in the designated area until they are replaced by a relieving teacher.
- 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 and Brentwood All Staff Notebook (i.e. Staff Handbook). This includes the use of mobile phones or personal mobile devices.
- Students should not use their laptop computers at recess and lunchtime unless they are supervised by a teacher in a classroom, studying in the library/SLC or participating in a structured lunchtime activity.
- Ensure that students who require first aid assistance receive it as soon as practicable
- Log any incidents or near misses as appropriate (i.e. Compass Notification for behavioural concerns and General Office for any accidents that require medical attention or damage to school property)
- Take a mobile phone with in case of an emergency to contact the General Office (8545 0300). School phones are available at the General Office.
- Staff should not use their mobile phones for any other use when on Yard Duty.

ALL school rules about behaviour are to be observed in the yard. Specifically:

- staff car parking areas are out of bounds
- no student should be in a classroom unless a teacher is present
- all rubbish to go into bins
- students should not be within 5m of boundary fences

If being relieved of their yard duty shift by another staff member (for example, where the shift is ‘split’ into 2 consecutive time periods at lunchtime), 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. Each Yard Duty area has a marked change over point where this conversation must take place.

If the supervising teacher is unable to conduct yard duty at the designated time, they should arrange a swap with another staff member. If a swap is not possible, staff may request to have their Yard Duty covered with Principal approval. If approved they should inform the Daily Organiser as soon as possible.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the General Office (8545 0300) but should not leave the designated area until the relieving teacher has arrived.

Should a teacher not arrive on time, staff should call the General Office (8545 0300) and let them know which Yard Duty area they are on and that the relieving staff member has not turned up. A Principal Class member or Leading Teacher (if no Principals are available) will then come and relieve the teacher. At the same time, the General Office will locate the teacher who has not turned up to Yard Duty on time.

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

Wet Weather Yard Duty

The Principal Class team will determine when to initiate the Wet Weather Yard Duty plan. This will be announced via the PA system at the beginning of recess and/or lunchtime. The following changes to Yard Duty will be in effect on a Wet Weather day.

Wet Weather Rooms:

Year Level	All	7 & 8	9	10 & 11	11 & 12
Room	Library	TLC 1-3	A1&2	K15&16	SLC
Supervising Teachers	Library ESS & Library Y/D Staff	Grassy Knoll Teacher & Tennis Courts Teacher	Oval North Teacher	Perimeter West Teacher. Gym Teacher to supervise out the front of Hall.	SLC Teacher & Oval South Teacher

The Grassy Knoll, Tennis Courts and Oval are out of bounds to students when a Wet Weather Yard Duty is in effect.

If there are issues within any of the internal spaces staff should call the General Office for further support (8545 0300)

Classroom

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

If a student is required to leave the classroom the teacher must issue them with their 'out of class' lanyard and note the time and reason the student is out of the classroom. This should be used for one student at a time. Students are expected to wear the lanyard around their neck.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the General Office for assistance (8545 0300). The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Should a student leave a classroom without permission, the teacher in charge should follow the [Red Card Procedures](#) as stated in the Brentwood All Staff Notebook (i.e. Staff Handbook).

Year 12 students who have a study period are to utilize the Senior Learning Centre or library. All students who have study periods must go to the SLC to have their name marked off. There is no direct supervision of these students, however staff in transit are to provide passive supervision. Year 12 students may also access the Library where the Library Staff will supervise them. Students must sign in and out of the Library.

All students in Years 10 and 11 who have a study period must sign in and out of the SLC during class time. The Library staff are responsible for supervising the Library during these times.

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. The College Executive/Operations Committee group oversee all school activities, camps and excursions. Staff should refer to the Camps and Excursions Policy 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
- Included in our staff handbook

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.

Further Information and Resources

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)
 - [Personal Mobile Device Policy](#)
- Brentwood All Staff Notebook (i.e. Staff Handbook)

Review Cycle and Evaluation:

This policy was last updated in July 2021 and is scheduled for review in July 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Brentwood Secondary College's Yard Duty and Supervision Policy.