



Supervision of Students Policy

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Macleod 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

Macleod College grounds are supervised by school staff from 8.45am until 3.30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised that they should not allow their children to attend Macleod College outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.

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 parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.



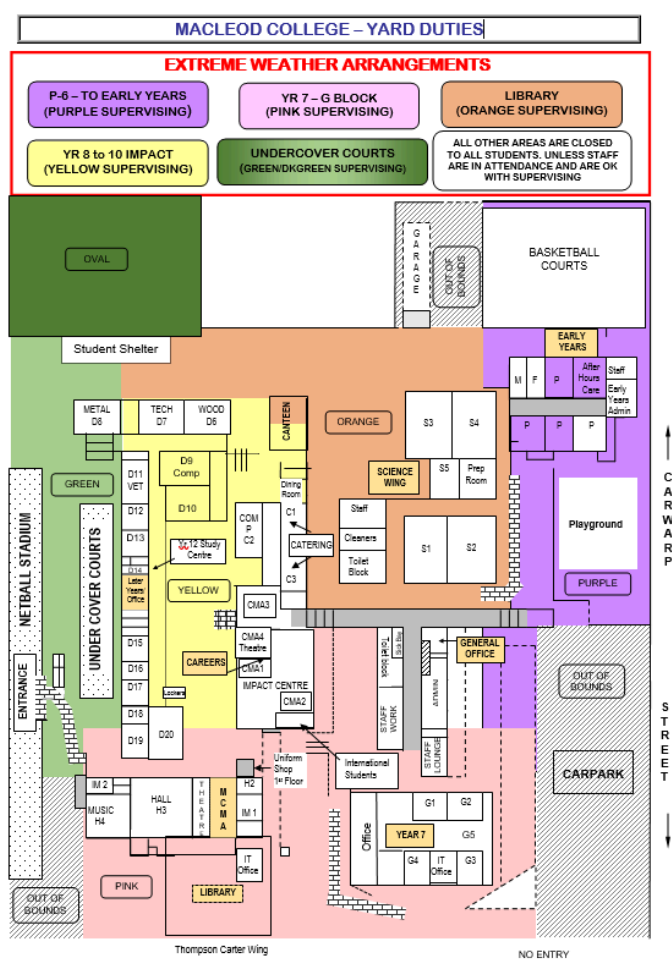
Yard duty

All staff at Macleod College are expected to assist with yard duty supervision and will be included in the weekly roster. (see Appendix 1 for allocations)

The timetabler is responsible for preparing and communicating the yard duty roster on a regular basis. At Macleod College school staff will be designated a specific yard duty area to supervise.

Yard duty areas

The designated yard duty areas for our school



see Appendix 2 for descriptions of areas

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 staff room

Yard duty responsibilities

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



During yard duty, supervising school staff must:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass
- 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 Management 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 staff member 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 staff member needs to leave yard duty during the allocated time, they should contact the Daily Organiser/ Assistant Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office 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.

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, they should first contact General 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

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

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

- student attendance will be monitored
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes

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](#)

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 handbook and accessible on COMPASS
- On Website in Policies

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

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2026

This policy will also be updated if significant changes are made to school grounds that require a revision of yard duty and supervision arrangements.

APPENDIX 1

Yard duty will be shared equitably across the teaching staff, pro rata for part-time staff and is to be considered as part of a teacher's 'other duties' under the 30+8 model.

Time Fraction	30 min equivalent duties
1.0	200 minutes
0.9	180 minutes
0.8	160 minutes
0.7	140 minutes
0.6	120 minutes
0.5	100 minutes
0.4	80 minutes



Yard duties form part of the “other duties” that teachers are asked to perform during the course of their hours of employment.

1. Yard Duties are calculated at 30 minutes each. Before school yard duty will be 10 minutes, recess yard duty will be 20 minutes, after school yard duty is 20 minutes, lunch 1st half is 30 minutes and lunch 2nd half is 20 minutes.
2. The scheduled times of supervision of students before and after school will be communicated clearly to parents.
3. Yard duty schedule will be reviewed after any major timetable change. Concerns about inequity and unfair distribution will be dealt with by the Timetable Management Group.
4. Where possible, Student Managers and Homegroup Teachers will not be allocated a before-school duty.
5. Where possible, teaching staff who have a 5 on day, will not be given a yard duty, however, all staff will be provided with 30 minutes to have lunch
6. Instrumental Music Staff that are VIT registered are eligible for yard duties or equivalent ensemble time.
7. Education support staff will not undertake yard duty.

APPENDIX 2

Areas descriptions:

Purple:

This area incorporates the Primary Basketball Courts, around the Primary Block, and in front of the General Office area. The Car park is strictly out of bounds. This duty is usually allocated to P- 6 staff.

On a wet weather day **Purple** will supervise in the Early Years.

Yellow:

This area incorporates the area between C and D block, mainly the locker areas. Staff are also responsible to enter the Canteen during this duty.

On a wet weather day **Yellow** will supervise in the Impact Centre.

Green:

This area incorporates the undercover basketball courts, and towards the student shelter sheds

On a wet weather day **Green** will supervise in the Undercover Courts.



Pink:

Staff are to walk around G Block, H Block and through the library during this duty. On a wet weather day **Pink** will supervise in G Block.

Orange:

Staff are to walk around the Science block and down the driveway towards the student shelter sheds. Staff are also responsible to enter the Canteen during this duty.

On a wet weather day **Orange** will supervise in the Library.

Oval: (DK Green)

This area incorporates the Oval from the shelter sheds onwards. A reminder that around the Tennis courts are Out of Bounds.

On a wet weather day **Oval (Dark Green)** will supervise the Undercover Courts.

Park: (before and after school only).

Staff allocated this duty should position themselves near the gate at the crossing. Ensure that students arrive/leave in an orderly manner in correct uniform and that they cross the road at the crossing. If students congregate in the park they should be dispersed.



Station: (before and after school only).

Staff allocated this duty should position themselves on the far side of the station crossing so they can see the bus also. Ensure that students arrive/leave in an orderly manner in correct uniform and that they cross the road at the crossing.

