

## WESTERN ENGLISH LANGUAGE SCHOOL YARD DUTY AND SUPERVISION POLICY



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9311 9325

### PURPOSE

The purpose of this policy is to explain to staff at Western English Language School the yard duty procedures and expectations for the appropriate supervision of 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.

### 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 Western English Language 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

All teaching staff at Western English Language School are expected to assist with yard duty supervision and will be included in the weekly roster.

The WELS P-10 timetabler along with the relevant assistant principal or senior teacher are responsible for preparing and communicating the yard duty roster on a regular basis.

It is imperative that you are on duty in your area for the whole time that you are scheduled. You must be seen to be moving through your area actively supervising students and acting to stop inappropriate actions. You are not mandated to intervene in unsafe situations, but you are expected to use your voice and to send for assistance whilst you monitor the situations and stop others becoming involved.

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

Western English Language School's grounds are supervised by school staff, please refer to appendix 1-5 for specific hours relating to each Campus. 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 Western English Language School outside of these hours. Families will be encouraged to contact the 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
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

### **Yard duty equipment**

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the general office
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the general office

Yard duty equipment must be returned after the period of supervision.

### **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 and have signed in (excluding drop off and collection periods)
- ensure students remain in their designated year level zones
- 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 staff member is unable to conduct yard duty at the designated time, they should contact the Assistant Principal 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 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/call 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.

School staff must wear a provided safety/hi-vis vest whilst on yard duty.

Western English Language School has numerous sites. The specific Yard Duty details for each site are outlined below. For more specific details on yard duty requirements, refer to the relevant site's Staff Handbook.

Western English Language School's sites are supervised by school staff at the times outlined below. Outside of these hours, school staff will not be available to supervise students.

### **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 leadership for assistance. The teacher must 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.

### **Digital devices and virtual classroom**

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

### **Workplace learning programs/work experience**

When students are participating in workplace learning programs, such as work experience, 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:

- [Work Experience](#)

### 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.

## APPENDIX 1

### BRAYBROOK CAMPUS

#### BRAYBROOK SECONDARY

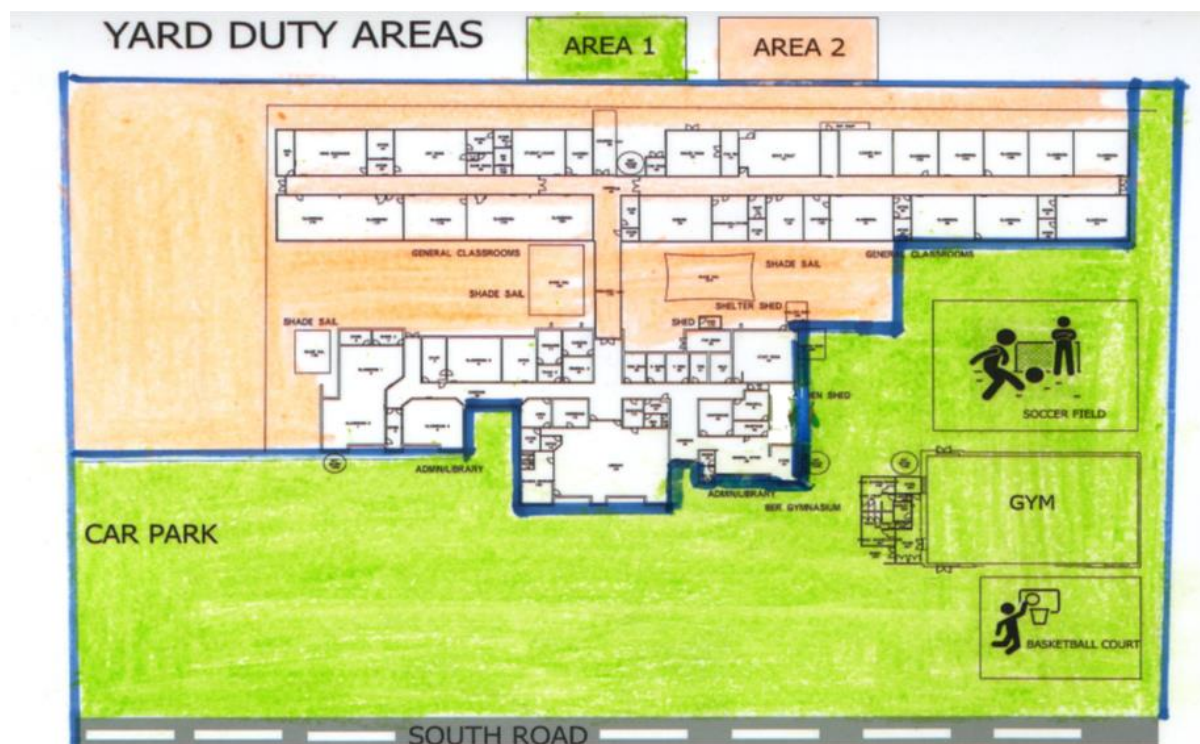
Yard duty times:

- 8:15 am – 9:00 am
- 10:40 am – 11:05 am
- 12:45 pm – 1:30 pm
- 3:10 pm – 3:30 pm

#### BRAYBROOK PRIMARY

Yard duty times:

- 8:15 am – 9:00 am
- 11:05 am – 11:30 am
- 1:30 pm – 2:15 pm
- 3:10 pm – 3:30 pm

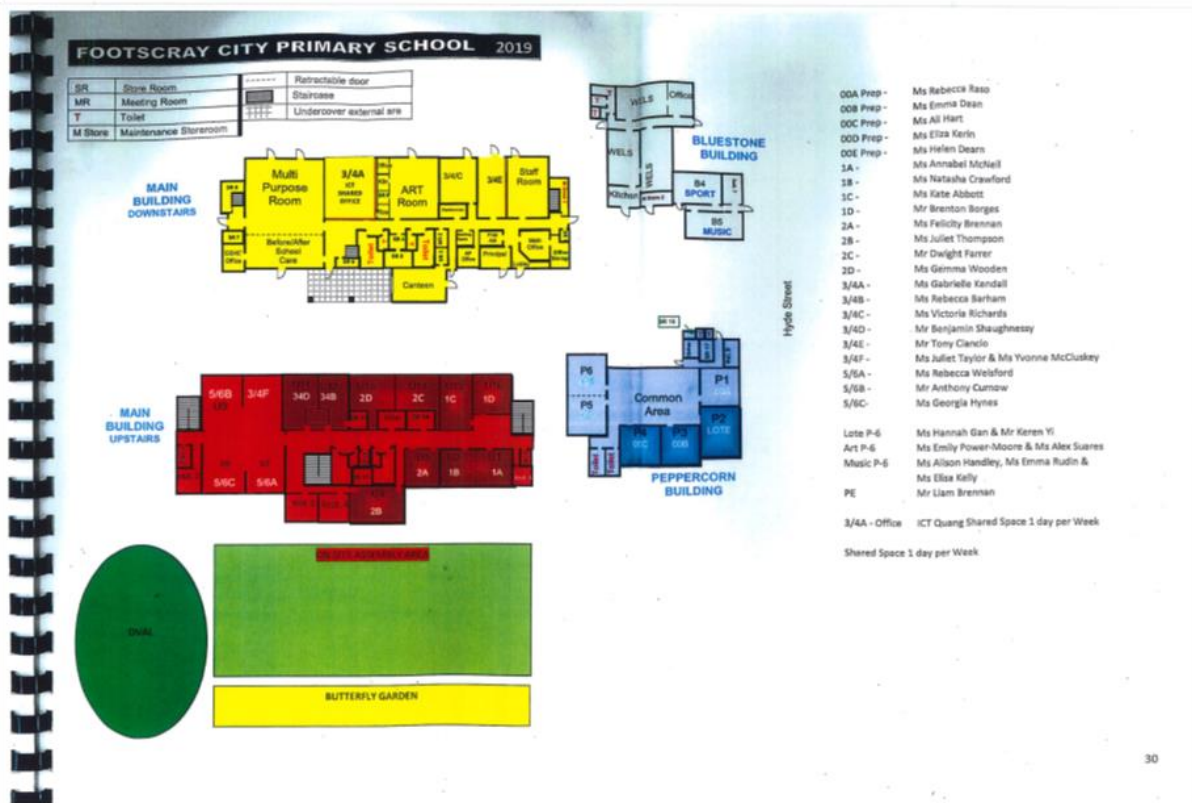


## APPENDIX 2

### FOOTSCRAY CAMPUS

Yard duty times:

- 8:30 am – 8:55 am
- 11:40 am – 12:20 pm
- 2:10 pm – 2:40 pm
- 3:10 pm – 3:30 pm



## APPENDIX 3



### MANOR LAKES CAMPUS

Yard duty times:

- 8:10 am – 8:30 am
- 11:00 am – 11:30 am
- 1:10 pm – 1:40 pm
- 2:30 pm – 2:45 pm

### Yard Duty Map with Areas

For effective positive ~~behaviour~~ management please  
**SCAN, MOVE & INTERACT**  
**TEACH, MODEL & REINFORCE POSITIVE BEHAVIOURS**

LEGEND	
	Out of bounds
	Oval area
	Playground area



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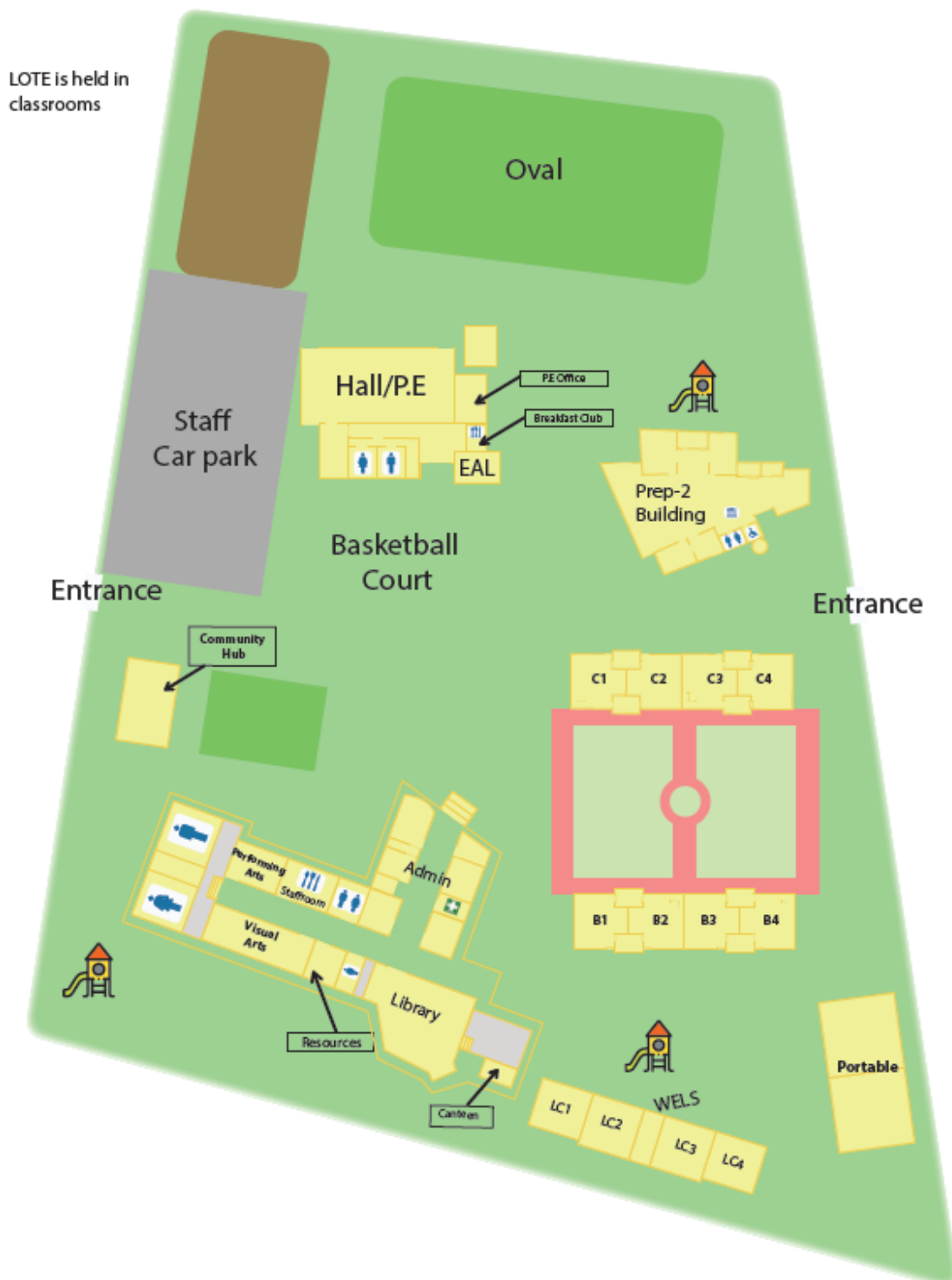
## APPENDIX 4

### ST ALBANS CAMPUS

Yard duty times:

- 11:00 am – 11:30 am
- 1:40 pm – 2:20 pm

The staff at WELS ST Albans Campus are designated yard duty in Area 3 as this encompasses the St Albans Primary School building and area where our students predominately play.

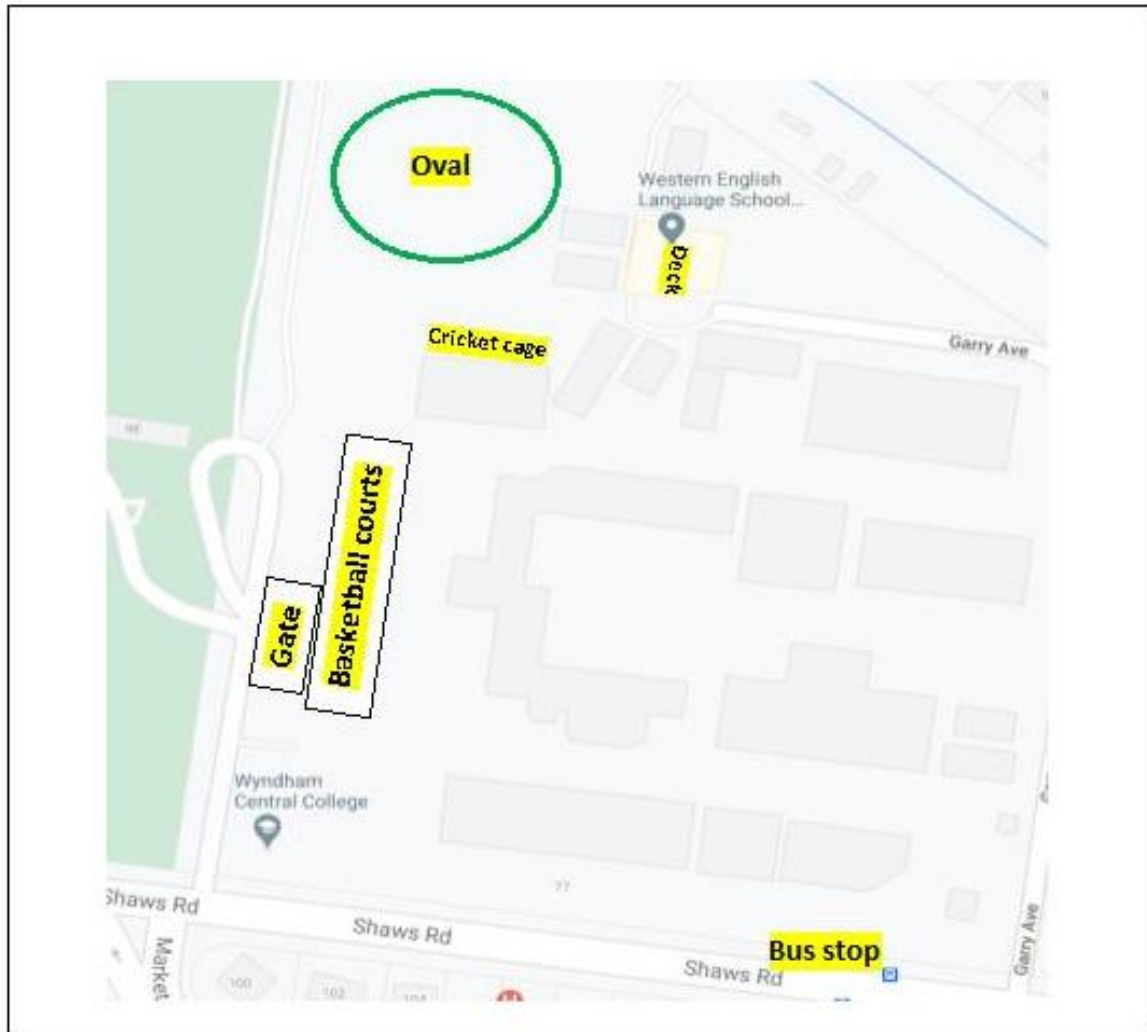


## APPENDIX 5

### WYNDHAM CAMPUS

Yard duty times:

- 8:15 am – 8:30 am
- 10:10 am – 10:30 am
- 12:10 pm – 12:50 pm
- 2:30 pm – 2:50 pm





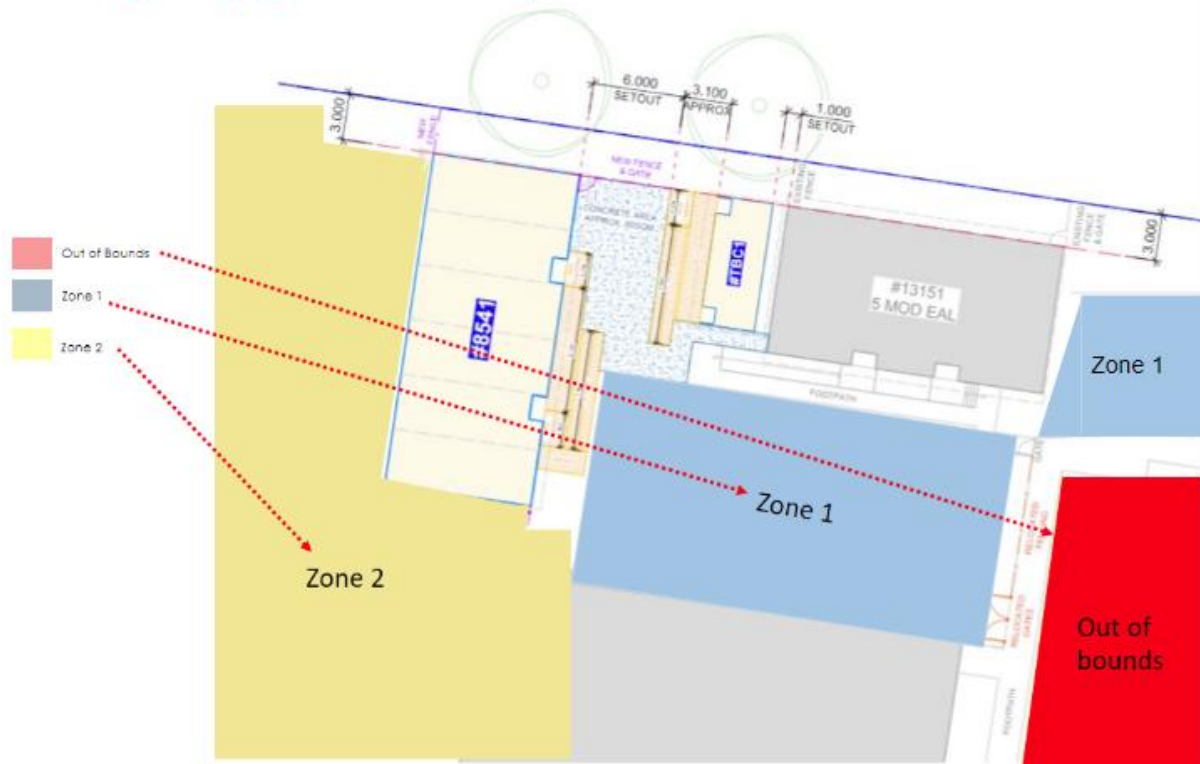
## APPENDIX 6

### MELTON CAMPUS

Yard duty times:

- 8.45 am to 9.00 am
- 10.50 am - 11.20 am - playtime 1
- 1.00 pm to 1.30 pm - playtime 2
- 3:10 pm to 3:25 pm - gate duty

#### Western English Language School – Melton Campus



## 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.

## 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](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

## REVIEW CYCLE

This policy will also be updated if significant changes are made to school grounds that require a revision of Western English Language School's Yard Duty and Supervision Policy.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	27 July 2023
Approved by	Principal
Next scheduled review date	July 2025

This policy has a mandatory review date of 2 years