



FRANKSTON HIGH SCHOOL

YARD DUTY AND SUPERVISION POLICY

Updated March 2020

POLICIES AND PROCEDURES

PURPOSE

The purpose of this policy is to explain to staff Frankston High School'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 Frankston High 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

Before and After School

On 7-10 Campus Frankston High School's grounds are supervised by school staff from 8.30am until 3.40pm. On the Senior campus the grounds are supervised from 8.00am until 3.40pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to attend homework club in the JRC on the days advertised until 4.30pm. Senior students may use the Study Centre and Presentation space until 5.30pm.

Yard Duty

All teachers at Frankston High School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Frankston High School, school staff will be designated a specific yard duty area to supervise. Leading Teachers and Principal Class members will not have a designated area and instead will roam around the school.

For the purpose of yard supervision, the campus has been divided into a number of areas. While on yard duty it is expected that teachers will assist with litter collection. Plastic buckets are available in the canteen annex. Collect a fluoro jacket from the hooks behind the door in the junior meeting room. **If you are on the second half of lunch please collect the fluoro jacket from the person who has been on duty on the first half of lunchtime.** There will be a principal and a leading teacher out wandering if you need assistance. They will be wearing yellow fluoro jackets.

7-10 Campus

AREA 1 – Front of School

The area to be supervised is the northern area of the school grounds including the tennis courts, main car park and car park behind the STEM Centre, around portables 50, 51, 52, 53 & 54. Basketball and netball are the only ball games to be played in this area. No balls should be thrown or kicked in a way which endangers other students.

Out of Bounds Areas (pertaining to Area 1)

- Area behind and adjacent to the STEM Centre on the Towerhill Road side
- Between the tennis courts and Towerhill Road
- Steps leading down to Towerhill Road
- Main car park
- Between main car park and Towerhill Road
- Behind portables 50, 50A, 51, 52, 53, 54, 55, 56 & 57
- Main entrance to the school including steps
- Any roped off areas
- Six metres from the fence line on all sides of the school

Changeover Location – steps leading to canteen annexe near year 7 corridor

AREA 2 – Canteen Annexe

Supervise the canteen annexe and Heat & Go room. Unlock the Heat & Go room at the beginning of lunch and lock it at the end of the first half of lunch. Insist on orderly behaviour and maintain the cleanliness of the area. Where possible, extra staff will be allocated to the canteen annexe. On wet days, staff allocated to the oval shall assist in the canteen annexe.

Changeover Location – canteen annexe

AREA 3 – Canteen Window

Supervise the canteen. Insist on orderly behaviour by canteen patrons and maintain the cleanliness of the area. On wet days, staff allocated to the oval shall assist in the canteen annexe.

Please note that the canteen window area is only covered at recess and for the first half of lunchtime. For the second half of lunchtime the staff member will be covering the upper oval.

Changeover Location – at canteen window

AREA 4 – Junior Quadrangle/Year 7 & 8 Corridors

Supervise junior school quadrangle including areas around portables 55, 56, 57 and 58. Monitor toilets, maintain cleanliness of the area and instruct students to pick up their rubbish. Ensure that students are not eating in any of the corridors. Student behaviour is to be orderly at all times.

Changeover location – at the doorway on the junior school quadrangle side of the canteen annexe

AREA 5 – Middle School Quadrangle/Rowe Road/Library Corridor

Patrol Rowe Road paying attention to the pool, pool car park and the area around the Sports Complex, the Performing Arts Theatre and the Music Centre. Supervise middle school quadrangle from Foot Street through to the canteen annexe. Monitor toilets, bus shelter and maintain cleanliness of area instructing students to pick up rubbish. Do not allow students to congregate in the 20's corridor adjacent to the technicians' office.

Changeover Location – at the doorway on the middle school quadrangle side of the canteen annexe

AREA 6/7 – Upper Oval/Upper Oval 2

Students should be playing ball games if on the oval. Students are not to be playing rugby or rugby like games and there is to be no tackling at all. Students may only sit on the perimeter of the oval. Students must not eat on the oval and they must keep their shoes on at all times.

Please make sure that you have the person on the lower area in vision.

Out of Bounds Areas

- Six metres from the fence line on all sides of the school

Changeover Location – steps leading to canteen on the upper oval side

AREA 8 – Lower Oval

Please make sure there are no students smoking in the bushy parts of this area. You are required to keep an eye on the areas below the oval including the Hands On Learning Hut area, multi-purpose synthetic courts, cricket nets, lower basketball court, Marion Heale Garden and around Rooms 71-74. Students must wear their runners when they are on the multi-purpose synthetic courts.

Out of Bounds Areas

- Six metres from the fence line on all sides of the school
- The area near the water tank including the sandy bank

Changeover location – outside the music centre

AREA 9 - Bus Duty

Supervise the Frankston buses, which leave from the bus shelter in Foot Street outside the Senior School. Departure times are 3.20pm and 3.25pm approx.

From there check the Baxter bus which leaves from Towerhill Road at 3.30pm.

Next check the Mt Eliza bus, which leaves from the Junior School car park. Approximate departure time is 3.35pm. Finally check the Heatherhill Road bus which leaves from Foot Street opposite the bus shelter. Approximate departure time is 3.40pm.

NOTE: Unlocking the bike compound not required

Students are to line up prior to boarding the bus. Any student queue jumping is to board the bus last and should be reported to the year level co-ordinator or assistant principal.

Wet Day Yard Duty Arrangements

- There will be an announcement from the General Office informing the school when such arrangements need to be in place
- At recess and lunch time the year seven and eight corridors will be open so that students can shelter out of the weather. Students are expected to be sitting down and being quiet
- Students will be allowed to eat in the corridors
- The Principal on yard duty will supervise the year 7 corridor and will open room 16
- The Leading Teacher in charge will supervise the year 8 corridor and will open room 67
- Staff who have yard duty on the upper oval should liaise with the Leading Teacher in the year 8 corridor if there are no students present on the oval
- Staff who have yard duty on the lower oval should come and assist in the canteen and 40s corridor if there are no students on the lower oval

Senior Yard Duty

For the purpose of yard supervision, the campus has been divided into a two areas. While on yard duty it is expected that teachers will assist with litter collection. Plastic bags and fluoro jackets are available from the cupboard under the notice board in the staff work room. **If you are on the second half of lunch please collect the fluoro jacket from the person who has been on duty on the first half of lunchtime.**

AREA 10 – Senior School Quadrangle

The area to be supervised includes the quadrangle, canteen and portables. Please seek students' co-operation in ensuring that any litter is picked up and placed in the rubbish bins provided.

Please enforce the no smoking rule by checking the toilet areas.

After the locker bell and during the five minutes of music (at the end of recess and lunchtimes) please make sure that all students have cleared the various areas.

AREA 11 – Senior School Gates/Hands On Learning

The area to be supervised includes the Science building, basketball court, Hands On Learning Centre and surrounds.

Please seek students' co-operation in ensuring that any litter is picked up and placed in the rubbish bins provided.

Please enforce the no smoking rule by checking the ti-tree area near the Hands On Learning Centre.

After the locker bell and during the five minutes of music (at the end of recess and lunchtimes) please make sure that all students have cleared the various areas.

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored near the photocopy areas on the 7-10 campus and in the staff work room on the senior campus.

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

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 edusafe.

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 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 Leading Teacher or Principal Class member on duty but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Leading Teacher or Principal Class member on duty 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.

Classroom

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

Students who need the classroom need to carry their student diary signed by the classroom teacher.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact the Daily Organiser or 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. 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.

Further Information and Resources

School Policy and Advisory Guide:

- Supervision
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>
- Duty of Care
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>
- Child Safe Standards
<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>
- Visitors in Schools
<https://www.education.vic.gov.au/school/principals/spag/safety/pages/visitorsinschool.aspx>