

Purpose

The purpose of this policy is to explain to staff, based at our *Mildura Senior College (MSC) Campus*, the 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 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 MSC Campus, 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

The MSC Campus grounds are supervised by school staff from 8:30am until 3:50pm. Outside of these hours, school staff will not be available to supervise students.

The school regularly informs parents/carers of the precise times during which the school's grounds will be monitored in the school newsletter each term.

Parents and carers should not allow their children to attend MSC Campus outside of these hours. Families are encouraged to contact the MSC Assistant Principal on Ph 03 5021 2911 for more information about the before and after school care facilities available to our school community.

Students who may wish to attend school outside of these hours are encouraged attend the College library not earlier than 8:35 am or later than 3:50pm.

After school Homework Club is scheduled from 2:55pm until 5:30pm Monday, Tuesday & Wednesday during school terms.

Yard duty

All staff at MSC are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. Staff at MSC will be designated a specific yard duty area to supervise.

The Yard Duty Roster is emailed to staff at the commencement of the Semester and it can be found on *Compass*. If you have any queries about your yard duty, please consult the Assistant Principal as soon as possible. All Staff have the opportunity to select yard duties at the start of the year.

The Daily Organiser will allocate any covers (class room & yard duty) as required due to staff absences.

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The designated yard duty areas for our school are outlined below:

Hot Spots - Havilah Crescent, Church Grounds, Shop, Eulinga Drive, Locker Shed, and the Student Centre

LIB - Library

- Ensure rubbish is in bins
- Students to move off on 1st bell
- Tables and chairs arranged in orderly fashion
- Liaise with Library staff

VCALH – VCAL HUB

- Ensure rubbish is in bins
- Students to move off on 1st bell
- Tables and chairs arranged in orderly fashion

EBSC – EBSC / H-WING

- Ensure rubbish is in bins
- Students to move off on 1st bell
- Tables and chairs arranged in orderly fashion (carpet side)
- Liaise with canteen staff
- No students in H Wing corridor

SRAAC - FRONT OVAL/ADMIN REC/COLA

- Ensure rubbish in bins – these areas are usually the worst for rubbish
- Watch for potentially dangerous games on Oval, as well as trespassers
- Move students off on 1st bell

GROV – GROUNDS/OVALS

- Ensure rubbish in bins – the seats/tables along the oval are a rubbish hot spot
- Watch for potentially dangerous games on Oval, as well as trespassers
- Move students off on 1st bell
- Check behind Bambill Rooms, Fitness Centre and Oval # 2

TTC - TTRC/BACK CARPARK & 14TH STREET

- Keep students away from TTC Building
- Check vehicles in Gym carpark – often a good entry/exit point for visitors & smokers
- Check students are not going to Eulinga Drive

14SC - 14TH ST GATE/CROSSING

- Ensure students access shops via footpath on college side and use lights to cross
- Use bin at gate for rubbish

CRSH – CROSSING/SHOPS

- Arrive early if possible
- Ensure students use crossing/lights appropriately/safely
- Area around shop notorious hot spot for smokers – be vigilant
- Move student off immediately after they have made their purchase – no loitering
- Check Havilah and side street near Chaffey, church grounds
- Rubbish in bins

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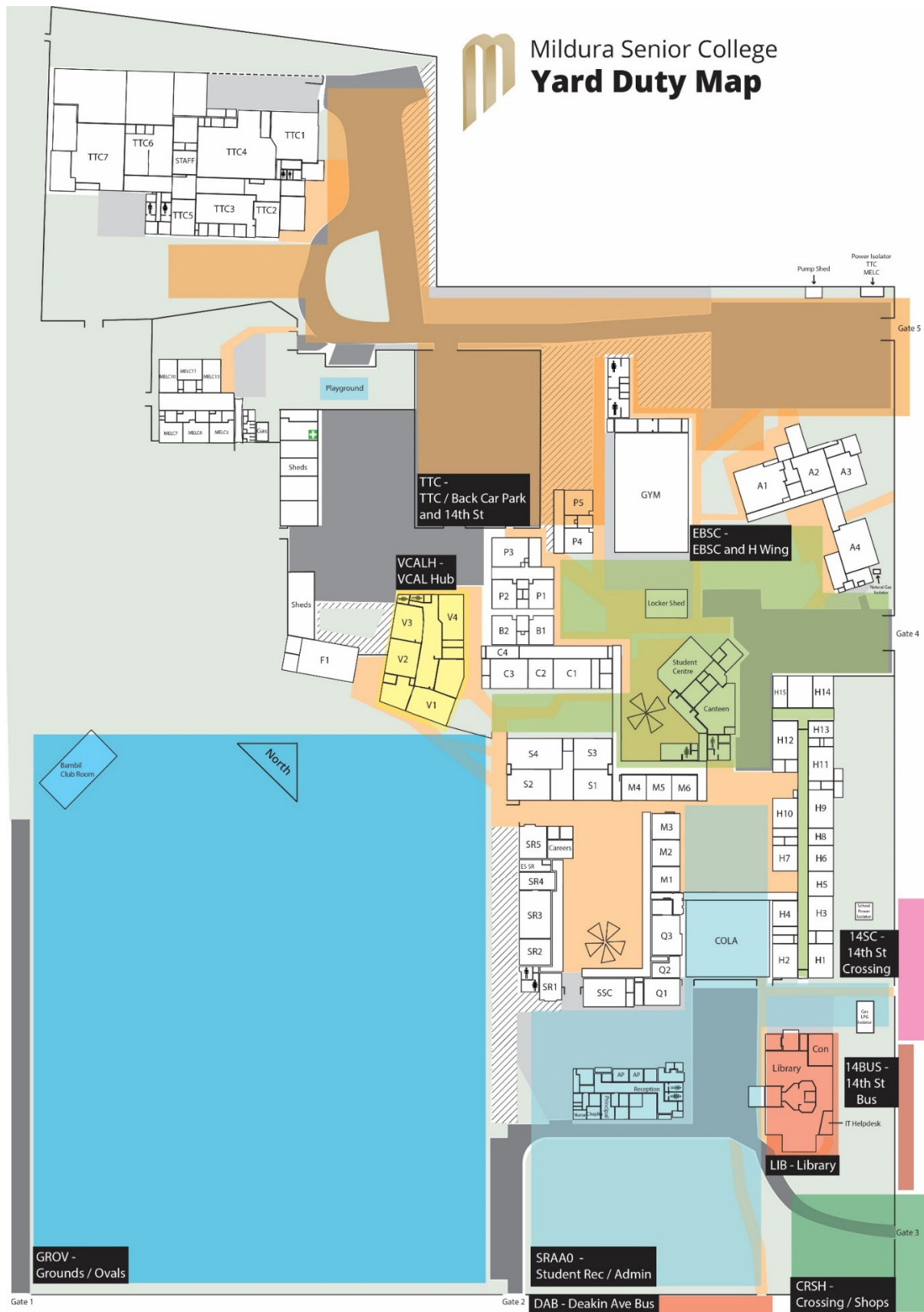
14BUS – 14TH STREET BUS

- Arrive early
- Ensure students line up away from roadway and don't rush forward as bus arrives
- Remain until last bus departs
- Keep an eye on students from other schools

DAB – DEAKIN AVENUE BUS

- Arrive early
- Ensure students line up away from roadway and don't rush forward as bus arrives
- Remain until last bus departs
- Keep an eye on students from other schools

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YARD DUTY & SUPERVISION POLICY MILDURA SENIOR COLLEGE CAMPUS

1.23

Resources

- 1.12 Duty of Care Policy
- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

Review and Evaluation

<i>Ratified by:</i>	<i>SOP</i>	<i>Ratified date:</i>	<i>04.02.2014</i>
<i>Document Owner:</i>	<i>Assistant Principal</i>	<i>Reviewed date:</i>	<i>10.07.2019</i>
<i>S:\Admin\Policy Docs\Policy Register\1.23 Yard Duty & Supervision Policy – MSC Campus</i>		<i>Review Cycle:</i>	<i>2 years</i>
<i>Principal Approval:</i>			

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