

Purpose

The purpose of this policy is to explain to staff, based at our *Mildura English Language Centre (MELC) Campus*, 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 is 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 MELC Assistant 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 staff including casual relief teachers and visiting teachers, and education support staff.

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 MELC 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 MELC Campus outside of these hours. Families are encouraged to contact the MELC Assistant Principal on Ph 03 5051 4700 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 Centre office not earlier than 8:15 am or later than 4:00pm.

Yard duty

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

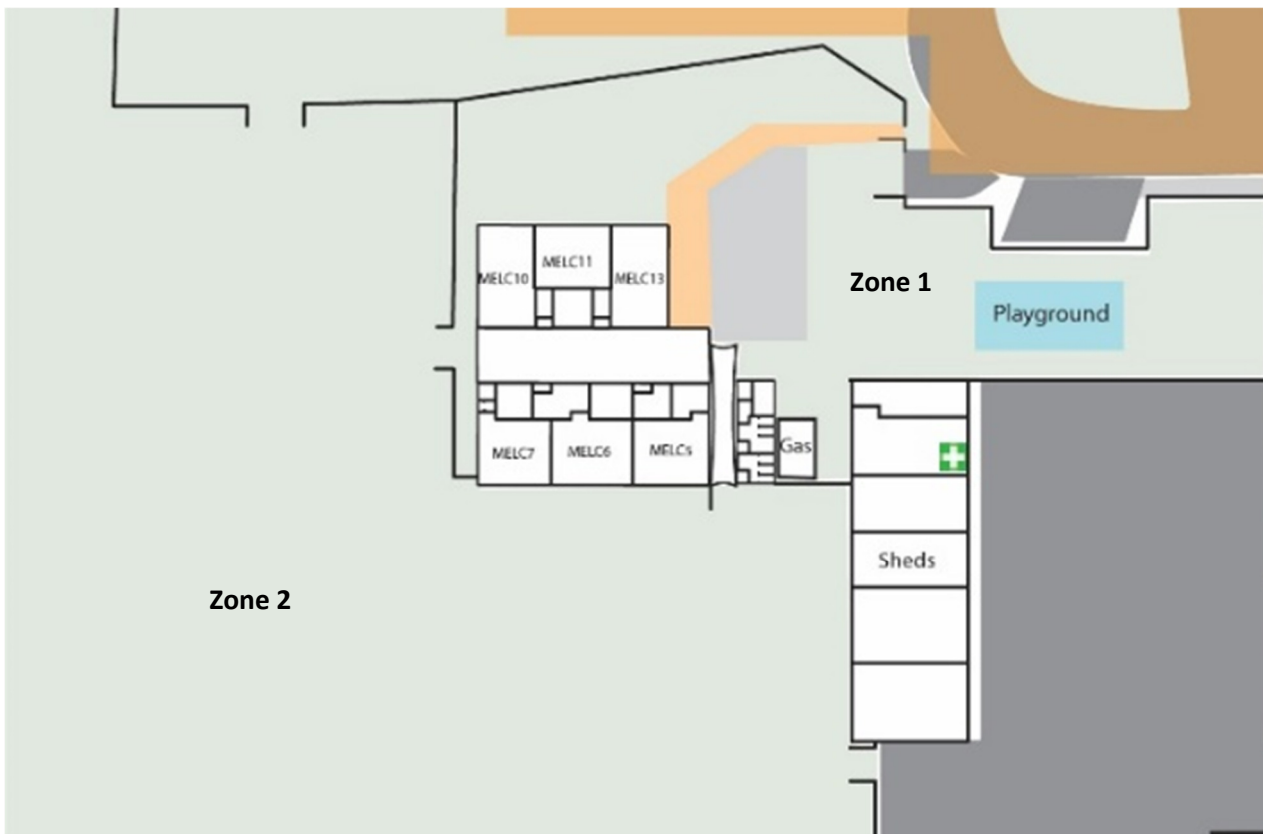
The MELC Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. The MELC Assistant Principal will allocate any covers (class room & yard duty) required due to staff absences, with the MSC Daily Organiser organising the replacement staff.

The designated yard duty areas for our school:

Zone 1: MELC Playground & Front Grass Area

Zone 2: Back Oval

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MELC Campus Yard Duty Roster					
Times	Monday	Tuesday	Wednesday	Thursday	Friday
Before School: 8:30-9:00am					
Recess: 11:00-11:30am					
Lunch: 1:30-2:00pm					
After School: 3:00-3:50pm Walk to 14 th Street Wait with pick ups (until all students have left)					

MELC Yard duty protocols

- Teachers are punctual to yard duty and remain with students until another teacher comes out at the end of duty.
- All students wear hats in first and fourth terms - those with no hat are to remain on decking.
- Ball games are played on grass areas, with the exception of basketball which can be played on the concrete area.
- Inappropriate behaviour results in students sitting out for an appropriate time.
- Serious breaches of behavioural code are documented and followed up with the student/s, parents/guardians, classroom teacher/s and/or MELC Assistant Principal as appropriate.
- Years 4 - 10 play in the back oval, students are to remaining within teacher's sight.
- Years Foundation – 3 play in the front playground and grass area, students are to remaining within teacher's sight.
- The teacher on duty makes the decision if it is too hot or wet for students to play in the yard; they supervise the students as they play games on the decking or in their own classroom.

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Teachers ensure the following tasks are completed whilst on each duty

Morning duty: Supervise students to set up tables, open sports cages, uncover sandpit. Take out sandpit toys. Staff check toilets and gates are open, including two extra external gates.

Recess duty: ensure students pick up rubbish. Ensure all equipment is put away at the end of recess.

Lunch duty: Ensure students pick up rubbish. Ensure all equipment is put away, sports cage is locked and sandpit is covered. Sandpit toys are placed inside MELC Assistant Principal's office door.

After school duty: Ensure students walk their bikes/scooters in the MELC yard and past the cars. Check all equipment is put away and deck is tidy. Check the sandpit is covered. Lock the two extra external gates and check that the sports cage is locked.

NOTE: *Students are not to use the microwave.*

School staff can wear a provided safety/ hi-vis vest. There are additional vest and small first aid bags in the staffroom. The large first aid kit is located in the MELC staffroom.

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, keeping students in sight at all times.
- 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 & Wellbeing 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 and where required with the MELC Assistant Principal.

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 teacher is unable to conduct yard duty at the designated time, they should contact the MELC 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 teacher needs to leave yard duty during the allocated time, they should contact the MELC Assistant Principal but should not leave the designated area until the relieving teacher has arrived in the designated area.

If the next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the MELC office, 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.

If students from Foundation to Year 4 need to leave the classroom (go to the toilet, take a message, get a drink) they are instructed to return straight back to the classroom.

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If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact a teacher in the adjunct room for assistance or the MELC Assistant Principal. 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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

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>09.12.2018</i>
<i>Document Owner:</i>	<i>MELC Assistant Principal</i>	<i>Reviewed date:</i>	<i>22.06.2019</i>
<i>S:\Admin\Policy Docs\Policy Register\1.24 Yard Duty & Supervision Policy – MELC Campus</i>		<i>Review Cycle:</i>	<i>2 years</i>
<i>Principal Approval:</i>			