



Onsite Supervision Policy and Procedures

Section – Wellbeing Policy No – WEL004

Purpose

The purpose of this policy is to explain to staff Tyrrell College's yard duty procedures and expectations for the appropriate supervision of all 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 and to ensure 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 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 Tyrrell College, 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.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Policy

Before and after school

Tyrrell College's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students. Parents/carers are reminded of these times in the newsletter each term.

There will be a teacher supervising the student crossing in Complex Drive before and after school. Before school there will also be a teacher supervising the corridors and two teachers supervise the bus stop after school.

School provides after school study sessions on Wednesday and Thursday's from 3:15pm to 4:15pm, parental consent must be provided for attendance and there is an expectation that students stay for the full hour.

Parents and carers should not allow their children to attend Tyrrell College outside of these hours.

Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.15pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Students who wish to attend school outside of these hours will be expected to sign in and out of the front office.

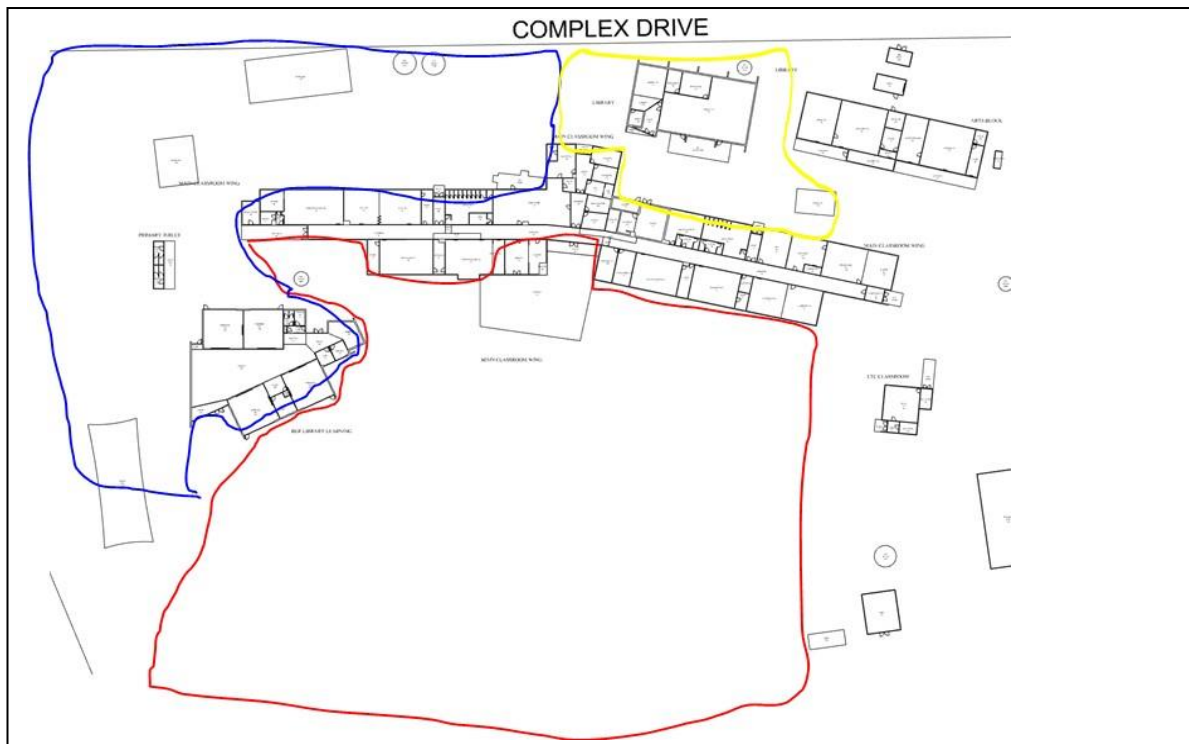
Yard duty

All staff at Tyrrell College are expected to assist with yard duty supervision and will be included in the timetable. Staff may also need to replace absent staff, this will be on the daily bulletin distributed by the Daily Organiser each day.

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

The designated yard duty areas for our school (as of Term 1, 2018) are outlined in red, blue and yellow of the school map.

Zone	Area
Red Zone	Oval
Blue Zone	Front lawn and primary play area
Yellow Zone	Library



Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. As we are a SunSmart school all staff on duty outside need to wear a suitable hat Term one and four.

During yard duty, supervising school staff must:

- methodically move around the designated zone, to ensure that all areas are within line of sight to at least one yard duty teacher at a time, ensuring active supervision of all students.
- be alert and vigilant
- 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)
- 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 your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in Compass, and when necessary in the student diary.
- if being relieved of their yard duty shift by another staff member (where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next 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 Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.
- If a relieving or next 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 replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

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 the office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

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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

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

Tyrrell College will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in a common area.

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.

[For secondary schools only] 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](#)

[For secondary schools only] Independent Study

Students who have study sessions will be timetabled as a formal study group with a roll to be marked. These groups are supervised. Year 12 students access the Year 12 room for their study periods. Students will not be permitted to leave school grounds during these sessions.

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 induction processes
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request

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

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [School Based Apprenticeships and Traineeships](#)
 - [School Community Work](#)
 - [Structured Workplace Learning](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

Evaluation

This Policy will be reviewed yearly in line with DET Guidelines, Tyrrell College's Leadership and Consultative Teams and School Council.

Date Implemented	02/03/2020
Author	Abby Walklate
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Responsible for Review	Principal
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Review Date	May 2025