

Onsite Supervision Policy

PURPOSE

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

Ashwood High School's grounds are supervised by school staff from 8.20am until 3.35pm. Outside of these hours, school staff will not be available to supervise students. This information is provided to parents/guardians on a regular basis via the school newsletter.

The school will provide supervision for students accessing the G building locker area before school between 8.25am and 8.45am and after school between 3.20pm and 3.35pm.

Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before or after school hours. Outside of these times, the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.35pm 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.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the General Office and Compass for all students departing the school early. Details will include the student's name, year level, House, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.

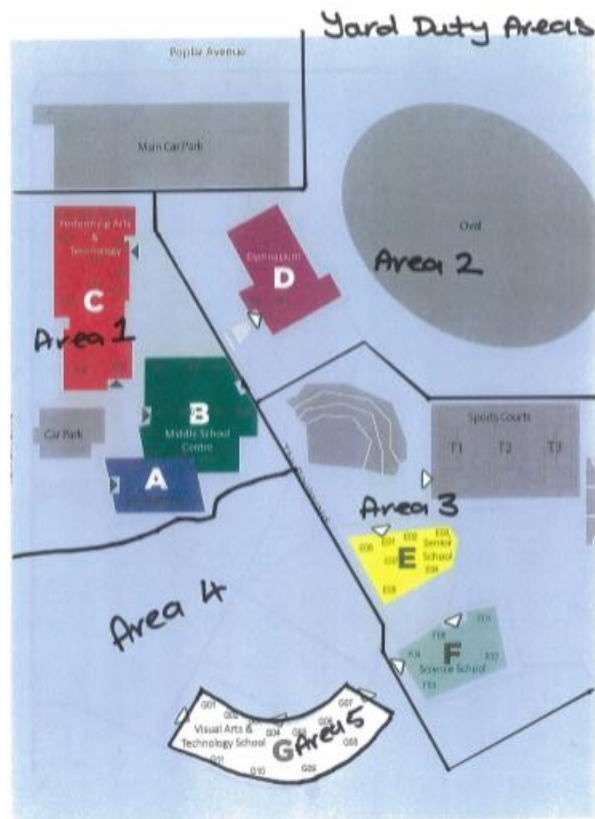
Yard duty

All teaching staff at Ashwood 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 Ashwood High School, staff will be designated specific yard duty areas to supervise.

The designated yard duty areas for our school (as at Term 2, 2020) are:

Area	Area
Area 1	Performing Arts and Technology Building, Middle School Centre, Reception (Building C and B)
Area 2	Oval and Gymnasium (Building D)
Area 3	Senior School, Sports Courts, Amphitheatre, Science School (Building E and F)
Area 4	Visual Arts and Technology School (Building G Basketball Court upper)
Area 5	Building G (Basketball Court Lower)



Each teacher should:

- wear a high visibility vest on yard duty
- carry an emergency kit
- know when and where the hand over point is for the middle of lunch time
- carry a mobile phone (where available)

High visibility vests and emergency kits are located in the main staffroom and also in each of the teacher staffrooms in Buildings B, C, E, F and G.

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

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.

During yard duty, supervising school staff must:

- Actively patrol their allocated area in accordance with the instructions in *Yard Duty 2022: Areas and Responsibilities*
- Be alert and vigilant.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Chronicle any incidents or near misses as appropriate on Compass.
- Approach unidentified people who are on or near school grounds and direct all visitors to the General Office or politely emphasise they are not permitted on or near School grounds and must vacate the area. Staff may choose to advise the person or persons that the police may be contacted if they do not do so.

- Report any unauthorised entries to the General Office.
- Where a student is not acting in accordance with the School rules, approach the student and remind them of the School's expectations with regard to their behaviour. If a student refuses to comply with your instructions, indicate to them that their refusal is a choice they are making and there will be further consequences for that choice. Establish their full name and/or House. If the student is unforthcoming, ask other students in the vicinity for their name. Advise the student that their name will be forwarded to the House Coordinator and consequences will apply. Chronicle the incident on Compass.
- For minor infringements please Chronicle the incident including the names of the students involved. The severity of the incident will determine the involvement of House Leaders and Principal Class and any potential consequences.
- If there is a serious threat to student safety or the incident is of an extremely serious nature, assistance should be sought immediately by calling or sending a student to the General Office. Any staff member can be called on for support in this instance. Your discretion and professional judgement are required.

Changes to Yard Duty Arrangements

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 call or send a student to the General Office, 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 call or send a student to the General Office and not leave the designated area until a relieving teacher has arrived.

Classroom

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

Students may be sent from class to go to the toilet in emergencies or to attend sick bay. Out of class permission is recorded in the student diary and students must carry their diary with them. No student is to be out of class at any time without their planner.

Sending Students Out of Class for Misbehaviour

If this is necessary under the Assertive Discipline Guidelines, the following procedure should be followed:

The student must not be sent from the classroom on their own. Another student should be sent to find a senior staff member who will remove the student. If the House Coordinator is not available, the Principal, Assistant Principal, or another teacher from the staffroom should be fetched. At the end of the teaching session, the classroom teacher must follow up with the student for a restorative discussion.

Teacher leaving class

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

FURTHER INFORMATION AND RESOURCES

- Ashwood High School Statement of Commitment to Child Safety
- Ashwood High School Child Safety Environment Policy
- Ashwood High School Child Safety Code of Conduct

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
- Included as a reference in our school newsletter each term
- 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.

REVIEW CYCLE

This policy was last updated on Wednesday 27 May 2020 and is scheduled for review in May 2023.

EVALUATION

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

Date implemented	May 2020
Author	Mr Tom O'Toole
Approval Authority	
Principal: Dr Brett Moore _____ Date: _____	
School Council President: Ms Nicki Dear _____ Date: _____	
Review Date	May 2023
References	Victorian Government Schools Advisory Guide