

Healesville High School

Yard Duty and Supervision Policy



PURPOSE

In addition to their professional obligations, Principals and teachers have a legal duty to take reasonable steps to protect students in their care from risks of injury that are reasonably foreseeable.

The duty is not to prevent injury in all circumstances – it is a duty to take reasonable steps to prevent injury that is known or foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors:

- The probability that the harm would occur if care were not taken
- The likely seriousness of the harm
- The burden of taking precautions to avoid the risk of harm
- The social utility of the activity that creates the risk of harm

DEFINITION

Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as:

A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's charge from risks of physical injury that the teacher should reasonably have foreseen.

AIMS

To ensure that staff have an awareness and understanding of their duty of care obligations and responsibilities in order to provide adequate supervision at all times.

To ensure that staff consistently conduct themselves, at all times, with these legal obligations and responsibilities.

IMPLEMENTATION

The principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.

Teachers and other school staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, times and places.

Duty of Care requirements include providing adequate supervision in the school or on school activities; providing safe, well maintained and suitable premises, grounds and equipment to minimise the risk of injury or damage to a person; providing effective anti-bully strategies; and ensuring appropriate and timely medical assistance is provided to injured or sick students.

A teacher's duty of care is not confined to the geographic area of the school, or to school activities, or to activities occurring outside the school where a student is acting on a teacher's instructions. The duty also applies to situations both before and after school where a teacher can be deemed to have assumed the teacher pupil relationship.

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All staff need to be aware that greater measures may need to be taken for younger students or students with disabilities.

Whilst each case regarding a teacher's legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when a teacher has failed to meet legal duty of care to students:

- a) Arriving late to scheduled timetabled responsibilities including yard duty
- b) Failing to act appropriately to protect a student who claims to be bullied
- c) Believing that a child is being abused but failing to report the matter appropriately
- d) Leaving students unattended in the classroom or ignoring dangerous play
- e) Leaving the school during 'non face-to-face teaching time' without approval and without signing out
- f) Inadequate supervision on a school excursion.

CLASSROOM SUPERVISION

The class teacher has ultimate responsibility for the supervision of all students in their care. It is not appropriate to leave students in the care of support staff, parents or pre-service teachers (At law, the Duty of care cannot be delegated).

It is not appropriate to leave students in the care of external education providers, for example in-school visitors (At law, the Duty of care cannot be delegated). Where the school has contracted an external provider (E.g. registered training organization) to provide VET/VCAL units for example, then a DET approved contractual agreement needs to be signed by the school and other provider.

YARD DUTY SUPERVISION

Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:-

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Supervision of the arrival and departure of school contract buses
- Yard supervision
- Classroom supervision

Yard duty supervision involves;

- Teacher's exhibiting their duty of care through positive action
- Being aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised learning space, especially towards the end of a break time
- Being alert and vigilant - intervene immediately if potentially dangerous behaviour is observed in the yard - enforce behaviour standards and logical consequences for breaches of safety rules
- Teachers moving around their yard duty area and avoid staying in the one spot
- Teachers rostered for yard duty attending the designated area at the time indicated on the roster
- Teachers on yard duty remaining in the designated area until the end of the break period
- The Teacher should monitor situations where First Aid is required and follow school procedures, as per the First Aid Policy.
- If a teacher is absent or unable to complete their yard duty, the Daily Organiser needs to be made aware of this and a replacement needs to be assigned to the duty.

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If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers
- Attempting to contact the emergency contacts
- If, after a considerable period of time the child has not been picked up, and no other practical and logical solution is in place, the Department of Health and Human Services (Child Protection) should be contacted to arrange for the supervision, care and protection of the student

IN-SCHOOL VISITS, CAMPS AND EXCURSIONS

An in-school visit with an external provider does not absolve supervision duties of the teacher, including First Aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Camps and excursions outside the school require teachers to fully comply with DET guidelines, including staff: student ratio compliance. It is a teacher's responsibility to be aware of these guidelines and to ensure that all students are appropriately supervised.

Supervision can be provided by others including volunteer parents, campsite staff, specialist instructors and pre-service teachers.

Most excursions and camps must:

- Be under the direct control of a teacher with at least one other excursion staff member present
- Have enough teachers to maintain appropriate control of the excursion and each activity

Any person (other than a teacher) who supervises students on an excursion or camp must have a Working with Children check.

Prior to the commencement of the excursion or camp, the Principal must ensure that the staff to student ratio is adequate and a risk assessment outlines how students will be supervised to mitigate risk factors.

If crossing roads, students are to use designated crossing points where available. Staff are to walk to the middle of the crossing to ensure visibility and that students cross in a safe and orderly manner.

The teacher in charge or designated teacher of an excursion or camp will carry a mobile phone and a First Aid kit and student specific medical requirements.

The teacher in charge will have copies of all confidential medical notes and parent/guardian contact details.

LATE ARRIVAL OR EARLY DEPARTURES

The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (e.g. late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

In relation to early departure from school, the procedure will also include:

- Students will be only permitted to leave the school premises with parent consent. If staff become aware that a student has left the premises without permission, parent contact will be made
- If the person collecting the student is unknown to school staff, parents will be contacted to ensure they are aware of this.

VISITORS TO THE SCHOOL

The Principal will ensure that there is a procedure to monitor all visitors in the school. As a minimum, this procedure must require all visitors arriving and departing the school premises during school hours to use a visitors' book to record their name, their signature, the date and time, and the purpose of the visit.

SUPERVISION OF STUDENTS ENGAGED IN LEARNING WITH ANOTHER PROVIDER

There are some instances where students are engaged in learning with another provider. This includes, but is not limited to; the completion of Vocational Education and Training Courses (VET) onsite or offsite and educational programs operated by local companies like the Good Life Farm. In such instances, the following applies in relation to student supervision:

- Prior to students enrolling in a VET course, the location and hours of the VET course will be communicated to parents. Students will not be enrolled in a VET course without parent/guardian permission
- Students will only be enrolled into accredited VET courses
- In the instance that a student needs to leave school throughout the day to attend their VET course, they are required to follow the school's sign-out procedures
- VET courses that run onsite will only operate after a contract, using the DET template, has been developed with the third party provider
- Where students are engaged in programs organised and supervised by external providers, the Principal is responsible for approving engagement and must take reasonable measures to ensure students will be supervised appropriately
- Additionally, parents/guardians must be made aware that the program is not supervised by school staff.

COMUNICATION

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 year
- Made available in hard copy from school administration upon request

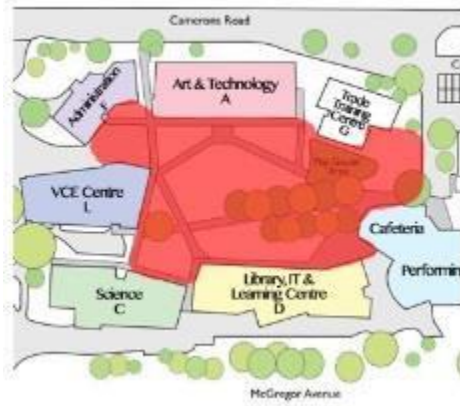
POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2023
Approved by	Principal, February 2023
Next scheduled review date	February 2024

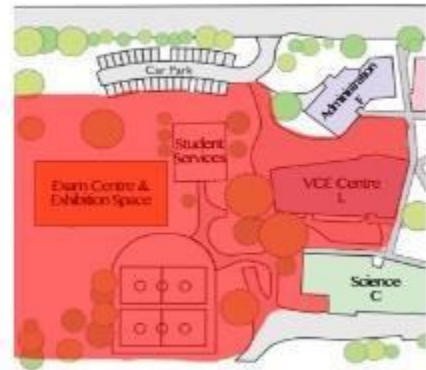
Yard Duty areas can be found in the appendix

Appendix- Yard Duty Areas

Centre



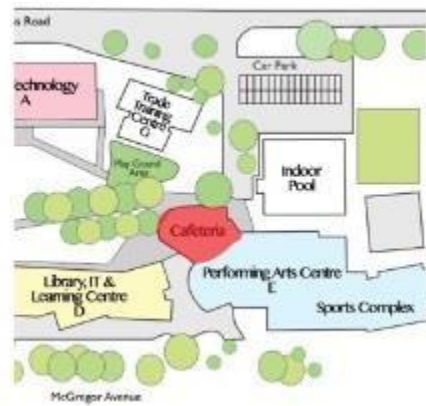
West



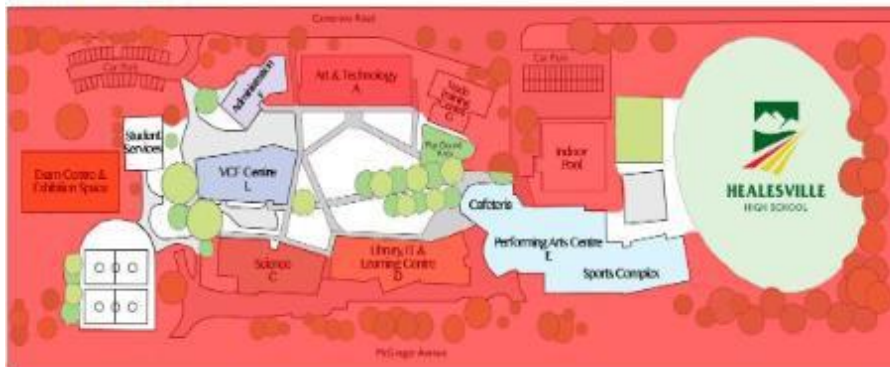
Oval



Cafe



Out of Bounds Areas



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