



STUDENT SUPERVISION POLICY (including Yard Policy)

Policy No: MTG7

Version No: 1.1

Ratified: 13/5/2020

Review Cycle: 2 year

Last Review: Nov 23

Policy Owner: Principal

Approver: Principal

PURPOSE

The purpose of this policy is to explain to staff the procedures and expectations for the appropriate supervision of our students including yard duty. 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.

POLICY

The teaching staff of Fairhills High School will carry out their “Duty of Care” obligations at all times, including when on yard duty and supervising classes. Fairhills High School will ensure that school staff understand their supervision and yard duty responsibilities.

SCOPE

The Principal (through the Daily Organiser) 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 and other school activities.

This policy applies to all teaching and non-teaching staff at Fairhills 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

IMPLEMENTATION GUIDELINES

Detailed implementation guidelines are developed by the staff through the established consultative committee process. These are developed within the parameters of the Council policy and can be changed as circumstances or strategies change without further reference to Council.

SUPERVISION GUIDELINES

1. Before and after school

Fairhills High School grounds are supervised by school staff from 8.25am until 2.55pm (Tues, Wed, Fri) and 8.25am until 3:08pm (Mon & Thurs). Outside of these hours, school staff will not be available to supervise students. Before and after school, school

staff supervise the roadway entrance to the top staff car park, visitor car park and locker areas.








Students who wish to attend school outside of these hours to study may use the Senior & STEM Learning Centre. Students need to make direct contact with the Senior School Assistant Principal who will inform them of the expectations. The times will be determined by the Senior School AP. Any breach of rules will result in the student losing this privilege.

2. Yard duty

Teaching staff at Fairhills High School are expected to assist with yard duty supervision as part of their allotment and will be included in the weekly roster each term.

The Daily Organiser is responsible for preparing and communicating the yard duty roster on a regular basis. At Fairhills High School staff will be designated specific yard duty areas to supervise at regular times each week and this will be included on their timetable for the term.

The designated yard duty areas for our school are:

Zone	Area	
Zone 1	Oval/Stadium/PAC/Sheds	
Zone 2 & 3	Year 7 & 8 Courtyard/Community Courtyard	
	Year 9 & 10 Courtyard/SLC	
Zone 4	Year 7/8 Toilet	
Zone 5a	Canteen Noodle Duty	
Zone 5b	Tasty Truck	
Zone 6	School Grounds (before and after school)	

- Remain in the designated area until the bell rings or they are replaced by a relieving teacher at changeover times.
- Yard duty equipment must be returned to the General Staff Room after the period of supervision or handed to the relieving staff.
- At the mid-lunch changeover 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 half of lunch
- Call the General Office if feeling unwell and cannot continue on. The teacher is not to leave the designated area until a relieving teacher has arrived.
- Send a message to the General Office if the mid-lunch replacement does not arrive and not leave the designated area until a relieving teacher has arrived.

Specific Area duties

Canteen

- Carry Mobile phone
- Ensure safe use of the microwave and urn by students
- If too busy ask friends to wait outside
- Turn off and unplug the urn at the halfway bell
- Ensure any spills are cleaned up
- Lock both doors of the canteen
- Report any microwaves/urn issues to the Facilities Manager (Chris)

Year 7-8 & Community courtyards.

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Teachers are to move around the designated area
- Check any out of bounds areas around designated courtyard eg. behind toilet block
- 7-8 Courtyard teacher to regularly check in with Toilet duty teacher. Check gender based toilets

Year 7-9 Toilet duty

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Staff member responsible for classroom toilet process will open/close at start and end of lunch
- Teacher to stand outside 7-9 toilet area
- Create male line towards stairs of Y7-8 MSLH1
- Create female line towards stairs near Art/Technology hub
- If needed, remind Year 9 students not to be in/walk across Year 7-8 courtyard
- Remind students to not take too long
- Only 2-3 students (no friendship groups) in each gender toilets at one time
Teachers are to ask courtyard duty staff to check toilets (of the appropriate gender) when required.
- Red Compass post students with medium to high inappropriate behaviour

Year 9-10 Courtyards & SLC

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Teachers are to move around their designated area
- Check any out of bounds areas in designated courtyard eg. behind closed building

- Walk around SLC and internally to check toilets. Move students out of SLC who are loitering. Compass post ongoing issues

Oval

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Constant movement and circulation is required for this large space
- If no students are on the oval the teacher should focus on the other areas
- Check all out of bounds areas, physically walk to the west out of bounds as the gully is generally not observable from the oval.

School grounds (Before/After school)

Before:

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Check the driveway (see red star on map)
- Circulate around the school with particular focus on the external locker areas and courtyard toilets
- Remind students of Mobile Device policy if needed - switched off and in locker from 8.35am
- Check uniform (post infringements same day) and remind students of uniform pass process
- Support students to prepare for period 1 & 2 classes

After:

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.
- Circulate around the school with particular focus on the external lockers areas
- Slowly follow students out and monitor the parent carpark and walkways to monitor students

Tasty Truck (lunchtime)

- Carry Walkie-Talkie and mobile phone in case 000 needs to be called.e
- Teachers ensure students are lining up correctly and respectfully
- Any students who jump the line are to be sent to the back
- Teachers locate themselves near the back to see all areas
- Check students are not using their phones to pay

Should students require assistance during recess or lunchtime, they are encouraged to speak to the yard duty teacher.

3. Extreme Cold/Wet Weather

The event that the day is likely to be extremely wet and/or cold the principal or principal's representative (if principal is unavailable) will announce an "extreme weather lunchtime" and all students shall remain inside over lunch.

- Year 10-12 students will be allocated space in the Senior Learning Centre (SLC)
 - supervised by the oval yard duty teacher
 - support from the Senior School AP and Team Leaders
- Year 7 and 8 students will be allocated space in the Middle School Learning Hub 1
 - supervised by the Y7-8 courtyard yard duty teacher

- support from the Middle School AP and Year 7-8 Team Leader
- Year 9 students will be allocated space in Middle School Learning Hub 2
 - supervised by the Year 9-10 courtyard yard duty teacher
 - Support from Middle School AP and Year 9 Team Leader

The stadium will still be available to those students participating in a sporting activity.

4. Classroom

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

Students can only leave the classroom using the following processes:

- The 4Rs and Non Negotiable process
- An Out of Class pass (one student at a time)
- An exit out card (authorised by a sub school AP or Team Leader)

It is the duty of care of a teacher to ensure their class is supervised at all times by a teacher. If a teacher needs to leave a class, it can only be for exceptional circumstances. A teacher is to first contact the nearest staffroom or General Office for assistance (a student may be provided with an Out of Class Pass to get assistance). The teacher must wait until a replacement teacher has arrived at the classroom before leaving.

5. School activities, camps and excursions

The principal and the organising teacher are responsible for ensuring that students are appropriately supervised during all school activities, camps, incursions and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned by the organising teacher for 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](#).

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)
 - [Excursions](#)
 - [Cybersafety and Responsible Use of Technologies](#)

VERSION CONTROL TABLE

[illegible]