

MELBOURNE HIGH SCHOOL

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school on 98260711 or at mhs@mhs.vic.edu.au

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Melbourne High School, including education support staff, casual relief teachers and visiting teachers.

POLICY

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.

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 and other school activities.

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

Before and after school

Melbourne High School's grounds are supervised by school staff from 8.26am until 3.40pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the school oval and the Nineties (N) and twenties buildings (T)

Students who wish to attend school outside of these hours will be expected to wait quietly outside the buildings or in the Dining Hall. Students may also be at school outside these times to attend extra-curricular activities.

Yard duty

Teaching staff at Melbourne High School are expected to assist with yard duty supervision and will be included in the two-weekly roster.

The Assistant Principal (Resources) and the Director of Operations are responsible for preparing and communicating the yard duty roster on a regular basis. At Melbourne High School teaching staff will be designated a specific yard duty area to supervise

Yard duty areas

The designated yard duty areas for our school (as at Term 1, 2022) are

Area	Includes
Oval (YOV)	Upper & lower driveways, oval, Old Boys (outside), cadet pavilion, Claremont St Gate, Alexandra Av Gate, memorial garden, Alexandra Ave stairs
Hockey Field (YHF):	Hockey field, hockey pavilion, P1, Arts Studies Centre, Forrest Hill entrance, tennis courts, basketball courts, cricket nets, driveway
Canteen (YCN):	Canteen, corridor W of Canteen
Dining Hall (YDHA or YDHB)	Upper dining hall, lower dining hall, S-rooms, balcony walkway, area between dining hall and T-building, T7
T Building (YTB):	Ground floor, first floor, Memorial Hall (<i>not to be used by students as a short cut</i>), lower ground floor areas – maths rooms (T1-4), I.T. rooms (T9-10), Q store, staircases, R-rooms, laneway between
N Building (YNB):	4 th floor, 3 rd floor, walkways to T-Building, Nth & Sth emergency stairways, gym office area, main stairway, Chapel St entrance,

See Appendix 1 for School Map with Yard Duty Areas Marked

See Appendix 2 for Yard Duty times

Yard duty responsibilities

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

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.

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 Assistant Principal (Resources) but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the Daily Organiser or an Assistant Principal and not leave the designated area until a relieving staff member has arrived. If a staff member believes an area is unsupervised they should contact an Assistant Principal.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

During yard duty, supervising school staff must:

- provide an active & visible presence and methodically move around the designated zone ensuring the active supervision of all students.
- report any dangers to staff or students. Where safe to do so, approach any unknown visitor who is observed on school grounds without a legitimate purpose and direct them to reception to sign in. Contact an Assistant Principal if necessary.
- 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 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 or EduSafe.
- monitor littering and student use of bins
- monitor the standard of student uniform.

Contact reception in an emergency or call for nurse if required:

- MHS reception 9826 0711
- Nurse 0413449740

See Appendix 3 for specific yard duty area instructions

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 an Assistant Principal or the Daily Organizer 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 (including at the Millgrove Outdoor Education Centre) 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.

Digital devices and virtual classroom

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

Melbourne High School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In most cases, students will be supervised in classrooms or in the Library, or by a member of the SLC or well-being team

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by each class teacher.
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

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.

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](#)

Independent Study

VCE students with spare periods may use the Library or Dining Hall for quiet study, or may use the school grounds for recreation. 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
- Included as a reference in the school newsletter annually.
- Made available via the school policy library via Compass and the school website

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](#)

POLICY REVIEW AND APPROVAL

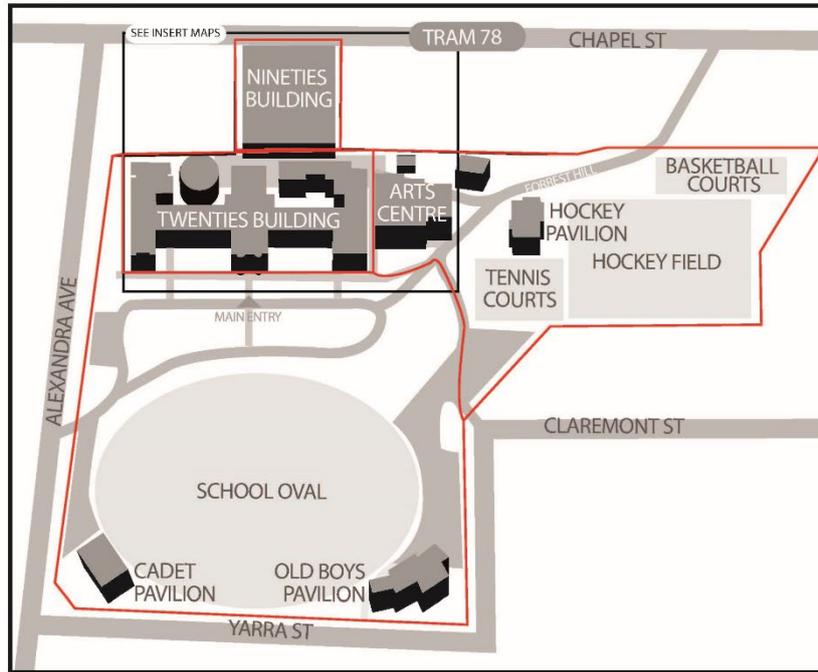
Policy last reviewed	July 2022
Approved by	Principal
Next scheduled review date	July 2024 (the mandatory review cycle for this policy is 2 years.)

This policy will also be updated if significant changes are made to school grounds that require a revision of Melbourne High School’s yard duty and supervision arrangements.

Appendix 1 School Map with Yard Duty Areas Marked

MELBOURNE HIGH SCHOOL

SITE MAP

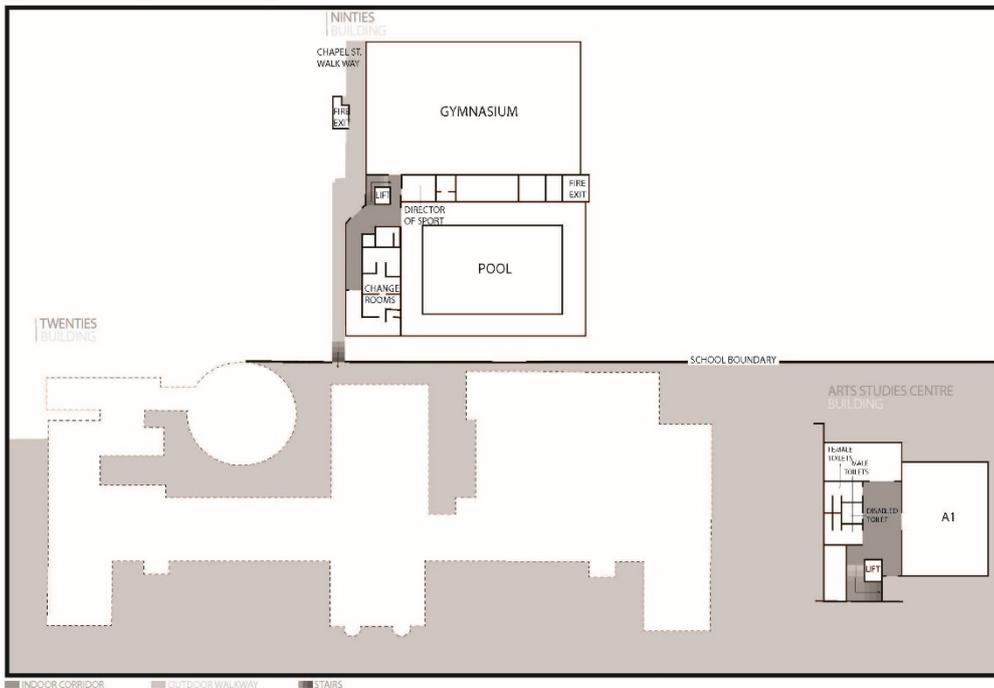


Forrest Hill, South Yarra
Victoria 3141
Australia

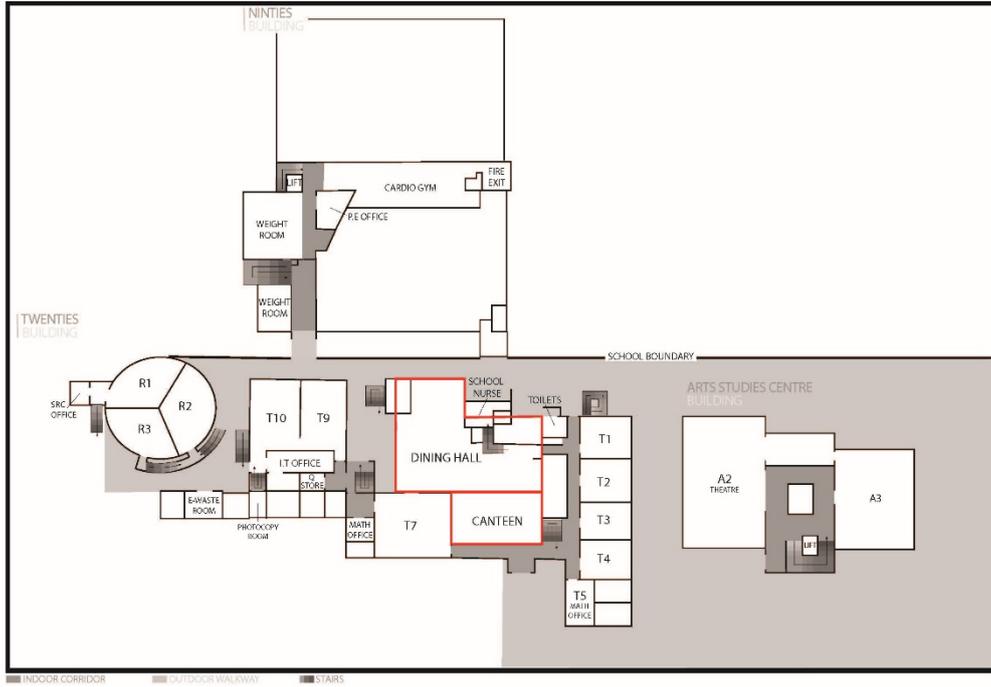


MELBOURNE HIGH SCHOOL

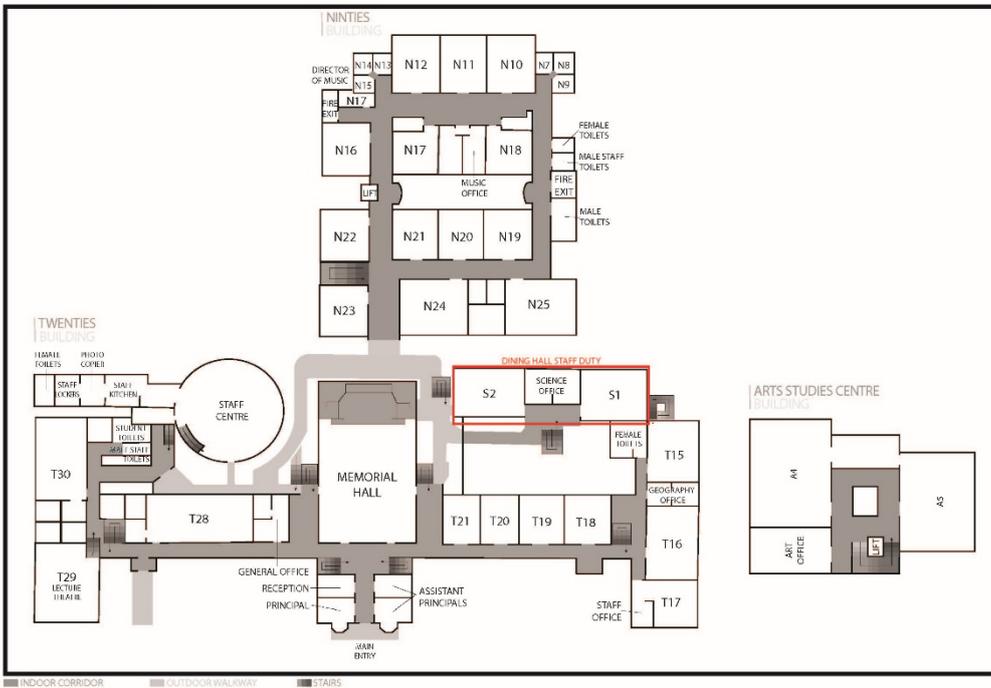
LOWER GROUND LEVEL

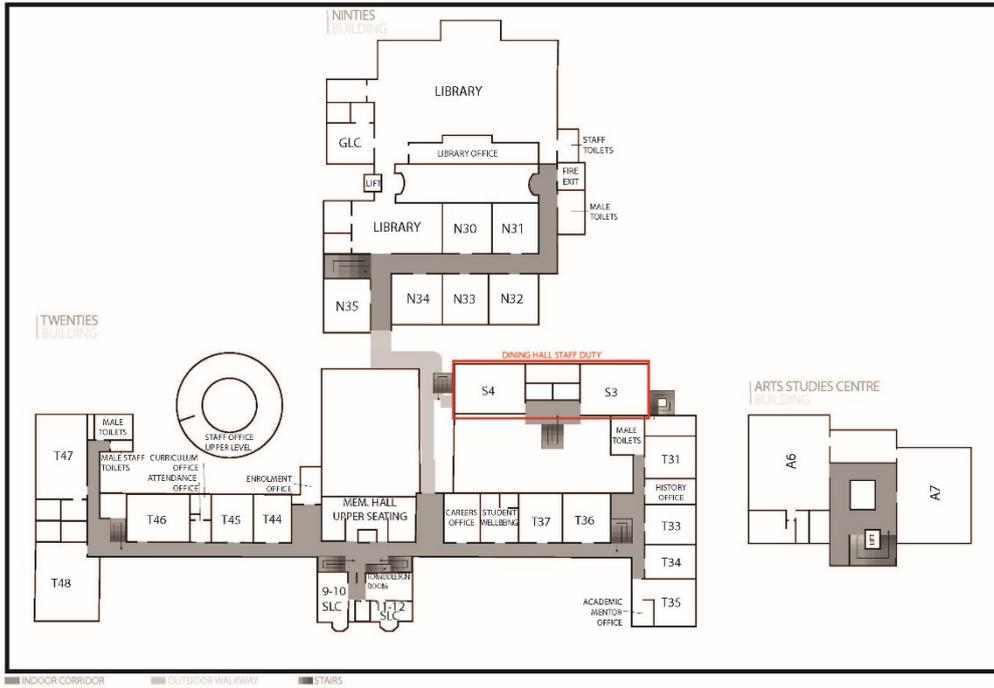


MELBOURNE HIGH SCHOOL
GROUND LEVEL



MELBOURNE HIGH SCHOOL
LEVEL ONE





Appendix 2: Yard Duty times:

Duty	Start	Finish
BS (before school)	8.26	8.41
Recess	11.10	11.36
1st Lunch	1.08	1.29
2nd Lunch	1.29	1.53
AS (after school)	3.25	3.40

Appendix 3: Specific Area Instructions

- **Hockey field:** Students should not play on the Hockey Field in school shoes, or bare feet – sports shoes only; students should not be inside either the pavilion or the change rooms downstairs.
- **Canteen:** Monitor students' behaviour in canteen queues.
- **Dining Hall:** Encourage safe physical distancing
- **Oval/ Hockey Field/ N building:** Query any student found entering or exiting the grounds. *Students do not have permission to leave the school in free periods.* If not satisfied take ID card and report to SLC. Check uniform of students with permission to leave
- **School Buildings:** Students should not be in classrooms (except as listed below) nor should they be sitting in corridors. Lock any open classroom doors. *Staff are reminded to lock classrooms doors at the end of periods 3 & 5.* No students should be eating inside any building (except as listed below). Monitor that rubbish goes into bins. Students may use the respectful relationship break-out areas outside T18 & T33 in a quiet manner – no food. Year 12 students may use N30-N34 for quiet study only.

Groups with permission to use rooms (2022):

- **A4:** Art Club (Tues) TIC: Lena Torikov
- **A5:** Smash Bros. Club (Fri) TIC: Emi McRae
- **GLC:** Book Club (Tues) TIC: Suzannah Mandler
- **N17:** Rock Club (Tues) TIC: Damian Ryles
- **N20:** Economics Club (Tues) TIC: Mark Kaderle
- **N35:** Scrabble Club (Tues), Lego Club (Fri) TIC: Suzannah Mandler
- **T18:** Maths Extension (Fri) TIC: Edward Shin
- **T21:** Diplomacy Club (Mon, Tues, Fri, lunch) TIC: Andrew Sloan
- **T33:** French Club (Tues) TIC: Myriam el Aggad
- **T36:** Japanese Club (Mon) TIC: Yuko Inaba
- **T36:** S.H.E. (Fri) TIC: Fran Neal
- **T44:** Q&A (Mon) TIC: Jenny Mill

N.B. Groups are permitted to use these rooms without supervision, and may have lunch in them, **if** they are being used for the purposes of that club, not as a de facto lunchroom. Check that only club members are in the room. Check that it is being kept tidy. Report concerns to the TIC. If the teacher on duty is not satisfied with the behaviour of any group or students they have the right to close the room