

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Principal, Stewart Milner.

CONTEXT

The Centre for Higher Education Studies (CHES) is a co-educational, specific purpose, senior secondary school where high-achieving and high-ability (HA) students can extend their learning. CHES offers face to face learning at a state-of-the-art facility in South Yarra and hosts a high-quality virtual platform to enable students to access programs at CHES regardless of where they are located.

The CHES facility is a four-storey building, and features an auditorium, tertiary-standard science laboratories and design spaces, as well as learning neighbourhoods that support innovative teaching and learning. Located in South Yarra, CHES provides general-purpose classrooms, collaboration zones and a distinctive learning space on the roof terrace. These learning spaces reflect the CHES flexible approach to teaching and learning—research-driven; design-driven; self-driven. Additionally, CHES also hosts a high-quality virtual platform that will support students to access programs at CHES regardless of where they are located.

For more information about the roles and responsibilities for CHES, base schools and partner universities, please see our Duty of Care Policy.

Students engage with CHES programs in the following ways:

- Direct enrolment of students into select VCE subjects onsite and virtually, including access to Student Enrichment Programs - providing mentoring, workshops, and seminars
- Direct enrolment of Higher Education Studies (HES) delivered by partner Universities including access to Student Enrichment Programs - providing mentoring, workshops, and seminars

Students participating in CHES programs remain enrolled at their chosen secondary school (base school) and are supported to undertake a course at CHES as part of their VCE program. Working in close partnership with students' base schools, students will be enrolled in a CHES course for a fraction of their timetable (generally 20 per cent), with the remainder of their enrolment and timetable reflecting the subjects being completed at their base school.

CHES shares a joint responsibility with students' base schools to ensure students' social and emotional wellbeing, and also partners with Universities and base schools to ensure students' academic needs are met.

Individual student study arrangements are considered and agreed between the student, parent/carer, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES develop an Individualised Achievement Plan (IAP) which will include:

- Study arrangements (CHES program and delivery mode - face to face, virtual, or combination)
- Timetable requirements
- Travel arrangements (if applicable)
- Agreed communication methods between base-school and CHES (who, what, when and how)
- Agreed communication methods between partner Universities and CHES (who, what, when and how)
- Reasonable adjustments (if required)
- Cybersafety Acceptable Use Agreement

All CHES policies are designed to reflect its unique operating environment (physical and virtual), its program offerings, its partnerships with Universities and shared responsibility with students' base schools to ensure students' social and emotional wellbeing and academic needs are met.

CHES has a network of foundation schools and allows the member schools to deliver their own VCE classes within the CHES facility where not fully utilised for CHES programs. This policy does not consider CHES foundation school arrangements.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at the Centre for Higher Education Studies (CHES), including education support staff, casual relief teachers, visiting teachers, and university staff who have VIT Permission to Teach and are teaching Higher Education Studies or other approved programs through CHES.

The scope of this policy includes supervision for students who are engaged in CHES courses on-site and off-site and the shared responsibilities CHES has with base schools and partner universities.

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks to students engaged in school activities 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.

ON SITE SUPERVISION

Before and after school

The CHES building will be open from 8:00am until 4:00pm on school days with staff in attendance during those times.

Outside these hours, school staff will not normally be available to supervise students. When classes are held at CHES outside normal hours, students will be supervised for at least 15 minutes prior to the commencement of the scheduled class and 15 minutes after the conclusion of the class in designated spaces in CHES. When classes are held outside normal school hours, access will be restricted to certain designated spaces in CHES.

The timetable structure is unique because CHES accommodates a range of subjects for students across the state. As such, school staff supervise the entrances, rooftop area and lobby at designated times of the day, based on class times and the movements of students during the day.

Parents/carers and students will be regularly reminded of the supervision arrangements at CHES via Compass. If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

Students who wish to attend CHES outside of these hours must first discuss this with the Learning Specialist or Principal so that supervision arrangements can be considered.

Yard duty

All staff at CHES are expected to assist with yard duty supervision and will be included in the weekly roster. Active supervision is not only a required component of our duty of care responsibilities to our students, but also an excellent opportunity to welcome students who are coming from a wide range of schools and to get to know them.

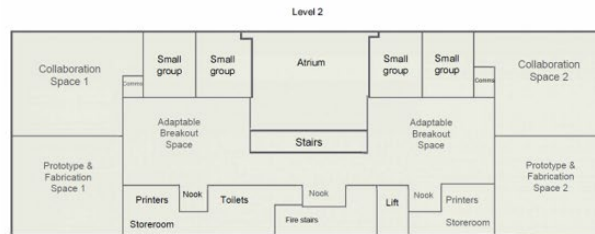
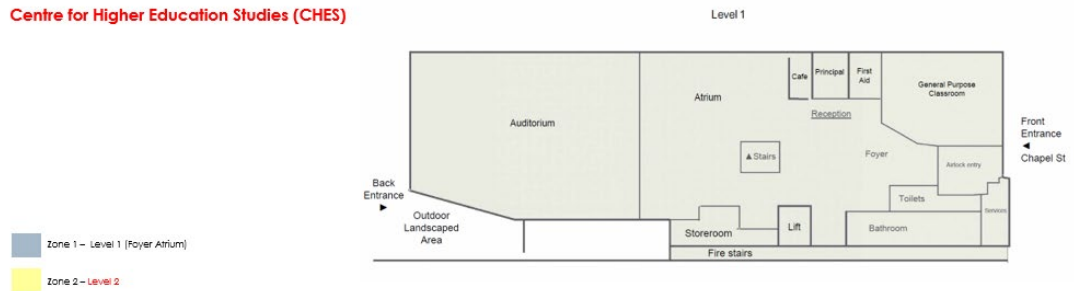
The Principal and Time-tabler are responsible for preparing and communicating the yard duty roster on a regular basis. At CHES, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

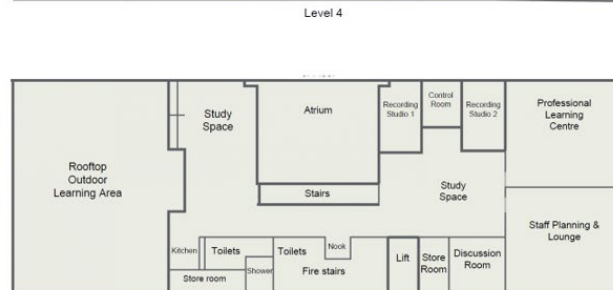
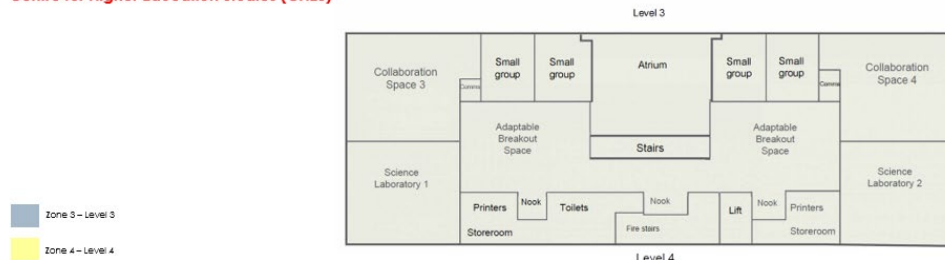
The designated yard duty areas for our school (as at Term 4, 2022) are as follows:

Zone 1	Level 1 Foyer & Atrium & Cafe
Zone 2	Level 2
Zone 3	Level 3
Zone 4	Level 4
Zone 5	Chapel Street Entrance
Zone 6	Back Entrance & Landscaped Area

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Yard duty equipment

School staff must:

- Wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the office.
- Carry the yard duty first aid kit at all times during supervision. The yard duty first aid kit is stored in the office.
- Be familiar with the yard duty information pack containing student health and safety information stored in the office.
- Note that first aid equipment is also located in the science and design laboratories and in the first aid room.
- Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

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.

During yard duty, supervising school staff must:

- engage with students in a positive, warm and welcoming manner, consistent with our school values
- model and encourage appropriate sun-safe behaviours
- methodically move around the designated zone
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- 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 and log any sick bay attendance, first aid or provision of care to students in eduSafe Plus: see Department [OHS Management System Policy](#).
- log any incidents or near misses as appropriate on the Learning Management System (LMS) and the Department's eduSafe Plus system.
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 Principal or Learning Specialist 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 or Learning Specialist 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 send a message to the office and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance outside of class times.

Learning Neighbourhoods and Classrooms

The classroom teacher is responsible for the supervision of all students in their care during lessons. Student management procedures are detailed in the school's Student Wellbeing and Engagement Policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office for assistance, using a school phone or instant messaging the office staff. 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 the activity or program. 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. CHES follows the Department of Education and Training's Policy on [Supervision for Excursions](#) and associated processes, including maintaining the required staff/student ratios on off-site activities, excursions and camps. The [Student Activity Locator](#) is used to record details of all excursions and camps.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a 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. Where a student with additional needs may be engaging virtually from their base school, the CHES Principal or Learning Specialist will work with the student's base school to ensure appropriate supervision and support arrangements are in place.

Student arrival and departure arrangements

When students arrive at CHES for their timetabled lessons, they must sign-in at one of the electronic kiosks and they must sign-out when they leave. Students will not be permitted to leave school grounds before the end of their lessons, without parental permission and without checking out through the Compass kiosk or advising office staff.

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 CHES will follow the operations guidance issued by the Department.

CHES will work with the base school supervisor in such circumstances to ensure appropriate and agreed arrangements are in place regarding the supervision of the student, and continuity of learning.

SUPERVISION ON VIRTUAL PLATFORMS

Digital devices and virtual classroom

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

CHES offers a wide range of virtual learning programs. While parents/carers are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored every lesson
- 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.

When students are attending CHES classes virtually from their base school, the base school is responsible for the appropriate supervision of the student accessing virtual classrooms. Similarly, where students are accessing the CHES virtual classroom from home, the relevant parent or carer will hold supervision responsibility.

A range of safeguarding tools and procedures are in place to ensure students accessing the CHES virtual environment are supervised appropriately. The use of software to monitor internet access, including with appropriate restrictions per DET policy and guidelines to ensure offensive and inappropriate content is not accessible will support the safe use of technology at CHES. Additionally, key word alerts will be used, meaning that the CHES leadership team will be able to receive real-time notifications if students use concerning language or terms, allowing for timely intervention and support.

JOINT SUPERVISION WITH BASE SCHOOLS

Individual student study arrangements are considered and agreed between the student, parent/carers, base school, and CHES upon enrolment and induction. To formalise individual student study arrangements CHES will develop an Individualised Achievement Plan (IAP) which will include:

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- Reasonable adjustments (if required)
- Student health care needs including asthma management, administration of medication and individual anaphylaxis management
- Cybersafety acceptable use agreement

TRAVELING TO AND FROM CHES PROGRAMS

Students are responsible for organising their own transport (e.g. on public transport) when attending CHES onsite or when attending any other physical site (e.g. a university partner site) for the purposes of a CHES class.

Base schools are responsible for ensuring that appropriate consent has been given by a student's parent or carer to enable them to travel to and from CHES (or other required onsite learning site) as an 'unsupervised excursion' which is permitted for senior students, in some circumstances, under Department policy: [Excursions: Supervision](#).

CHES has a designated Higher Education Studies (HES) coordinator who liaises with universities, students and base schools. Where a student has not arrived at a scheduled class at the time of a roll being taken, and without prior notification of an intended absence, CHES will send an alert to both the student's parent or carer and the base school supervisor.

For more information about the roles and responsibilities for CHES, base schools and partner universities, please see our Duty of Care Policy.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- included in staff induction processes, including the induction of university staff who are teaching HES or other approved programs at CHES
- provided to base schools and included in base school supervisor training
- discussed at staff briefings or meetings, as required
- included on our CHES Learning Management System (LMS)
- included as a reference in our school newsletter each semester
- staff briefings for updates and in preparation for special activities
- made available in hard copy from the office 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 semester in our school newsletter and welcome packs.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2022
Approved by	Stewart Milner, Principal
Next scheduled review date	October 2022 - to ensure ongoing relevance and continuous improvement, this policy will be reviewed annually.

This policy will also be updated if significant changes are made to school building or grounds that require a revision of the CHES Yard Duty and Supervision arrangements.