

**Help for non-English speakers**

If you need help to understand the information in this policy, please contact main reception.

Purpose

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

Scope

This policy applies to all teaching and non-teaching staff at Oakwood 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. Students who wish to attend school outside of these hours will be expected to sign in and out with the Campus Principal who will ensure their supervision.

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.

Procedures for supervision, including before and after classes, and yard duty (where relevant) are listed in the appendices at the end of this policy. Oakwood School has a unique context that means at our Chelsea, Pakenham, Rosebud, Mornington and Hastings Campuses we do not have exclusive use of the site and our programs only operate between certain hours.

Yard duty

All staff at Oakwood School are expected to assist with supervision and will be included in the weekly supervision plan.

The Campus Principal is responsible for preparing and communicating the supervision arrangements each term and daily as required to cover staff absence. At Oakwood School, school staff will be required to supervise students on the school premises at all times.

Any students with positive behaviour plans or safety plans will have their plans available to all staff and communicated regularly at staff meetings. All school areas are accessible to students with disability and additional needs and peer modelling and social integration between all students is encouraged.

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staff office.
- carry the yard duty first aid bag at all times during supervision. The yard duty first aid bag will be stored in the staff office.
- carry a mobile phone.

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:

- methodically move around the designated zone ensuring active supervision of all students
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 Wellbeing and 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.

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 campus principal 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 campus principal 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 phone or send a message to the campus principal 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 during recess or lunchtime.

Classroom

During their attendance at school, students are under constant supervision in classes. The average ratio of staff to students is 1:5, this allows for staff to be supervising or teaching classes, and

additional education support staff and teachers to supervise students. The classroom teachers are 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 campus principal 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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

Digital devices and virtual classroom

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

Oakwood School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in classrooms.

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

- student attendance will be monitored every class
- 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 – the classroom teacher, Pathway coordinators and the Campus Principal are required to follow all applicable Department of Education 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](#)

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.

Other areas requiring supervision

Toilet breaks

For classes operating in community settings, students are escorted to the toilet area by an Oakwood staff member, the staff member checks first that the toilet is unoccupied, remains outside the toilet area to prevent access by non-school individuals, and then escorts the student back to classroom.

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
- Made available in hard copy from the school administration and campus principal upon request.

Information for parents and students on supervision before and after school is available on our 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	23/03/2024
Approved by	Principal
Next scheduled review date	23/03/2026 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

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

CAULFIELD PARK COMMUNITY CAMPUS

Oakwood School, Caulfield Park Community campus is a series of relocatable school buildings. Oakwood School has exclusive use of the site.

A team of Oakwood School staff members are present and on duty whenever students are onsite. Before and after classes, there will be staff on duty, paying particular attention to areas of limited visibility.

Students are on site from 9.00 am to 3.00 pm five days a week.

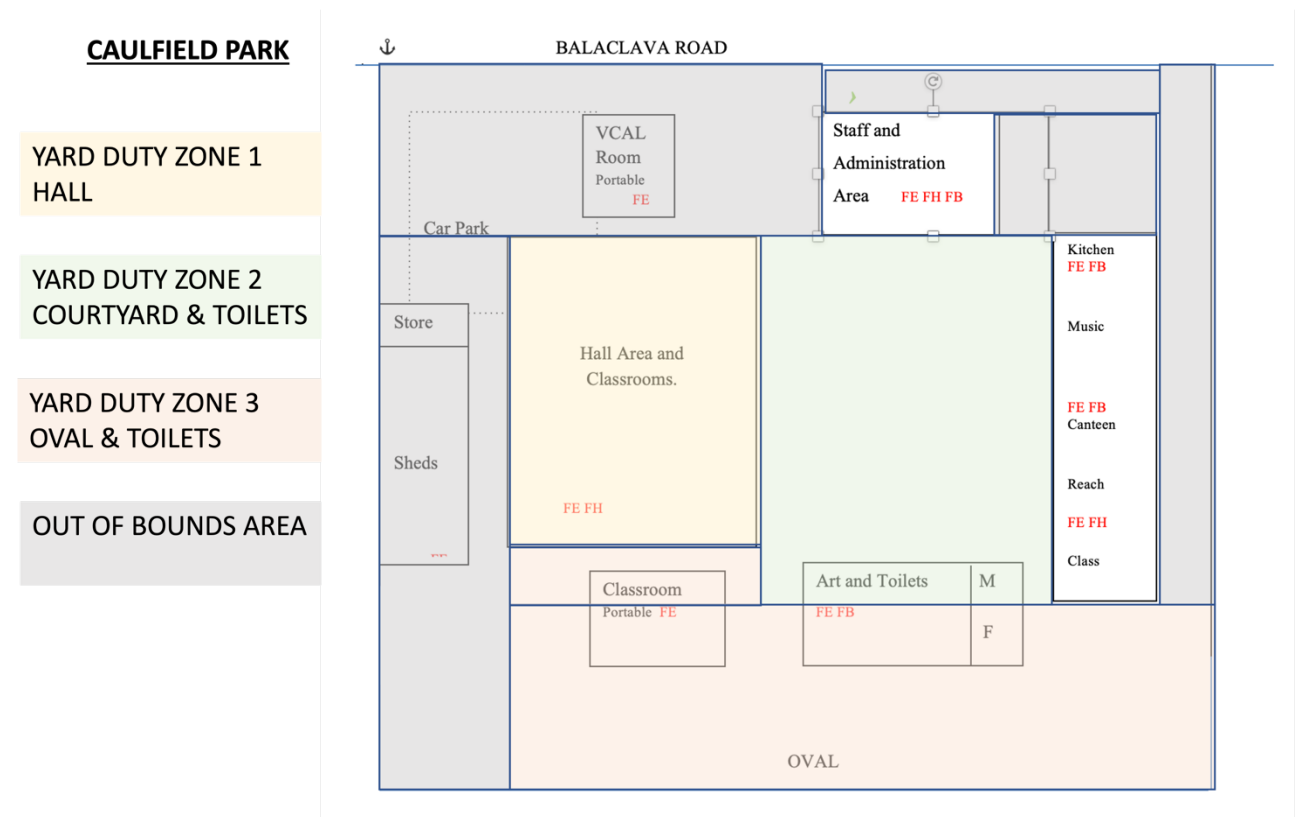
Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, and during recess and lunch times, with four staff on duty paying particular attention to areas of limited visibility.

Upon arrival at school, students sign in using the school's electronic monitoring system located at the main office of the school. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Caulfield Park community campus as at Term 1, 2022 are:

Zone	Area
Zone 1	The hall, common room areas.
Zone 2	The central courtyard and toilets
Zone 3	The oval and toilets



NOBLE PARK NORTH CAMPUS

Oakwood School, Noble Park is a traditional school building. Oakwood School has exclusive use of the main building, gym and art room.

A team of Oakwood School staff members are present and on duty whenever students are in the building.

Students are on site from Monday to Friday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

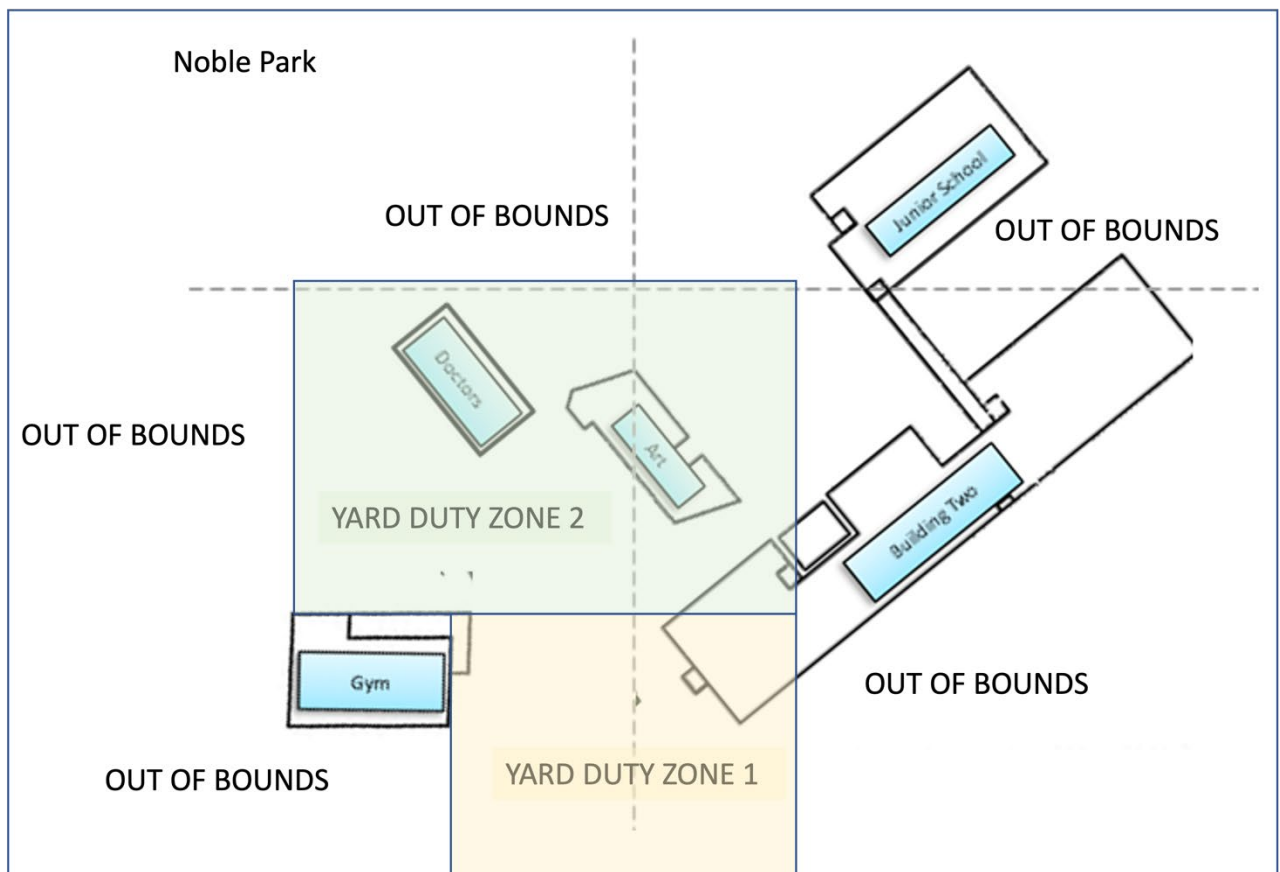
Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one from the main entrance to the teacher's carpark and street and one north of the teachers carpark around the art room and doctors portable) paying particular attention to areas of limited visibility.

Students enter the building via the main entrance and upon arrival, students sign in using the school's electronic monitoring system and wait at reception until they are met by their teacher and taken to the classroom. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Pakenham campus as at Term 1, 2022 are:

Zone	Area
Zone 1	From the main entrance to the teachers carpark.
Zone 2	From the teachers carpark around the art room and doctors portable.



FRANKSTON CAMPUS

Oakwood School, Frankston operates in a rented building in Frankston. Oakwood School has exclusive use of the building.

A team of Oakwood School staff members are present and on duty whenever students are in the building.

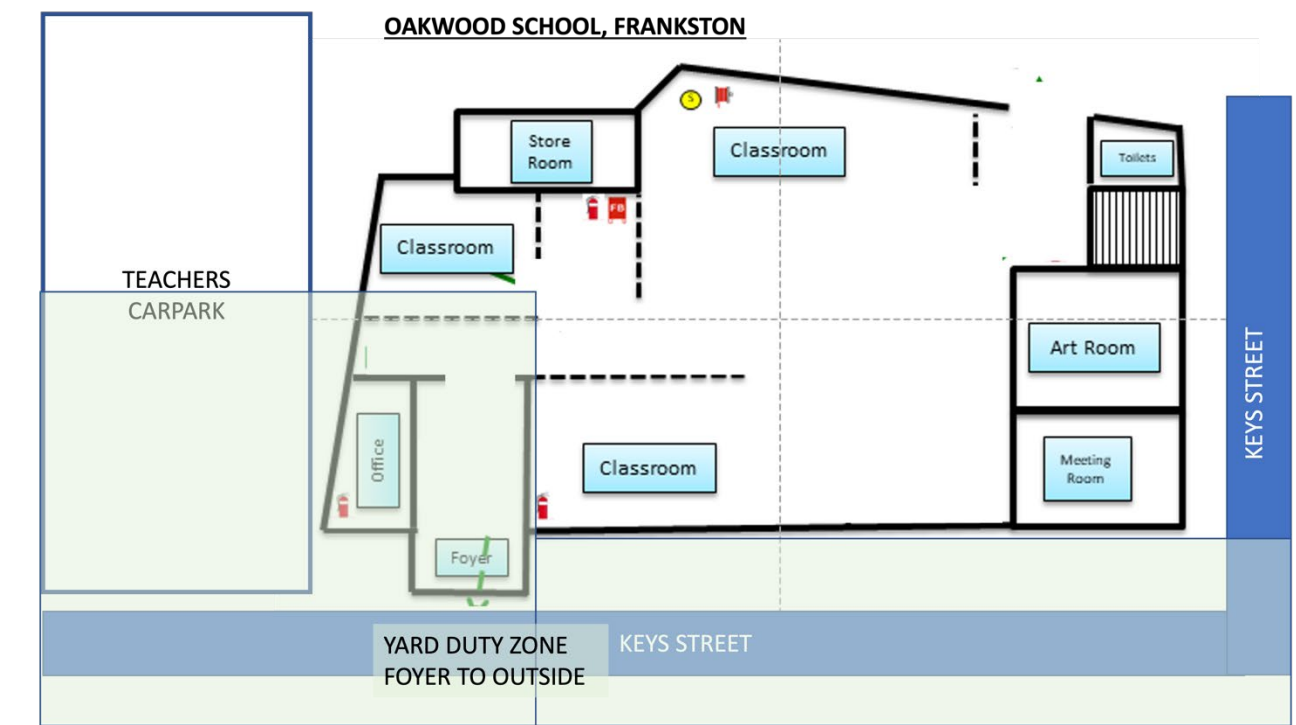
Students are on site from Monday to Friday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with one staff on duty, supervising from the entrance to the footpath and teachers' carpark.

Students enter the building via the front entrance and upon arrival, students sign in using the school's electronic monitoring system and wait at reception until they are met by their teacher and taken to the classroom. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty area for our Frankston campus as at Term 1, 2022 are:



CAREER PATHWAY CAMPUS

The Careers Pathway Centre operates in a rented building in Frankston. Oakwood School has exclusive use of the building.

A team of Oakwood School staff members are present and on duty whenever students are in the building.

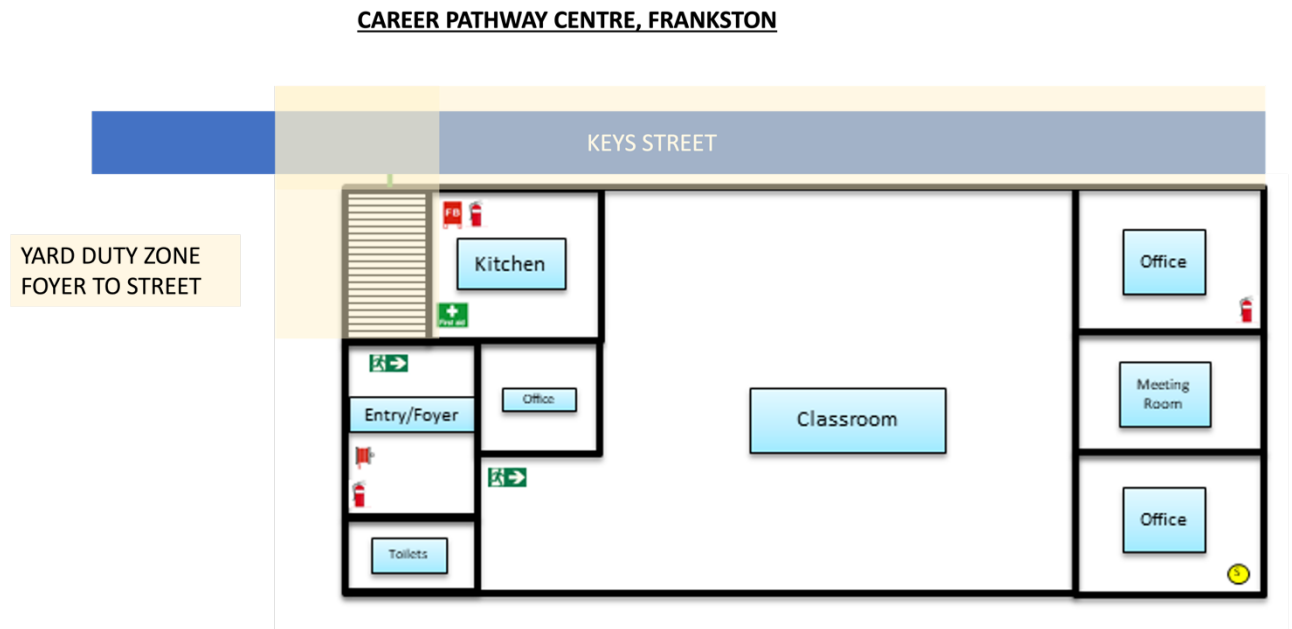
Students are on site from Monday to Friday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with one staff on duty, supervising from the entrance to the footpath.

Students enter the building via the front entrance and upon arrival, students sign in using the school's electronic monitoring system and wait at reception until they are met by their teacher and taken to the classroom. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty area for the Career Pathway Centre as at Term 1, 2022 are:



OAKWOOD SCHOOL CHELSEA CAMPUS

Oakwood School Chelsea campus (formerly known as the VCAL Campus) is located in Chelsea at Longbeach Place. The building is a community house with Oakwood School having exclusive access to the main classroom and adjoining office and toilet spaces on Monday to Friday from 8.30 am to 5.00 pm.

A team of Oakwood School staff members are present and on duty whenever students are in the building. The classroom areas are for the exclusive use of Oakwood School.

Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, and during recess and lunch times, with two staff on duty (one indoors, one outside) paying particular attention to areas of limited visibility.

Students enter the building via the main entrance and upon arrival, students sign in using the school's electronic monitoring system and immediately enter the classroom which is directly off the reception area. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Chelsea campus as at Term 1, 2022 are:

Zone	Area
Zone 1	Inside, including the foyer and internal courtyard.
Zone 2	Outside, including the entrance and path to the street and carpark.



PAKENHAM CAMPUS

Oakwood School is located in Pakenham at the Cardinia Shire “Cardinia Youth Hub.” The building was constructed as a youth centre to house a range of youth services for the benefit of young people in the Cardinia Shire.

A team of Oakwood School staff members are present and on duty whenever students are in the building. The classroom areas are for the exclusive use of Oakwood School.

Oakwood School has exclusive use of the following rooms, (Monday – Friday):

- two x classrooms for exclusive use of Oakwood School
- three x toilets for exclusive use of students – one for staff
- one x consulting/first aid room

Students are on site from Monday to Friday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

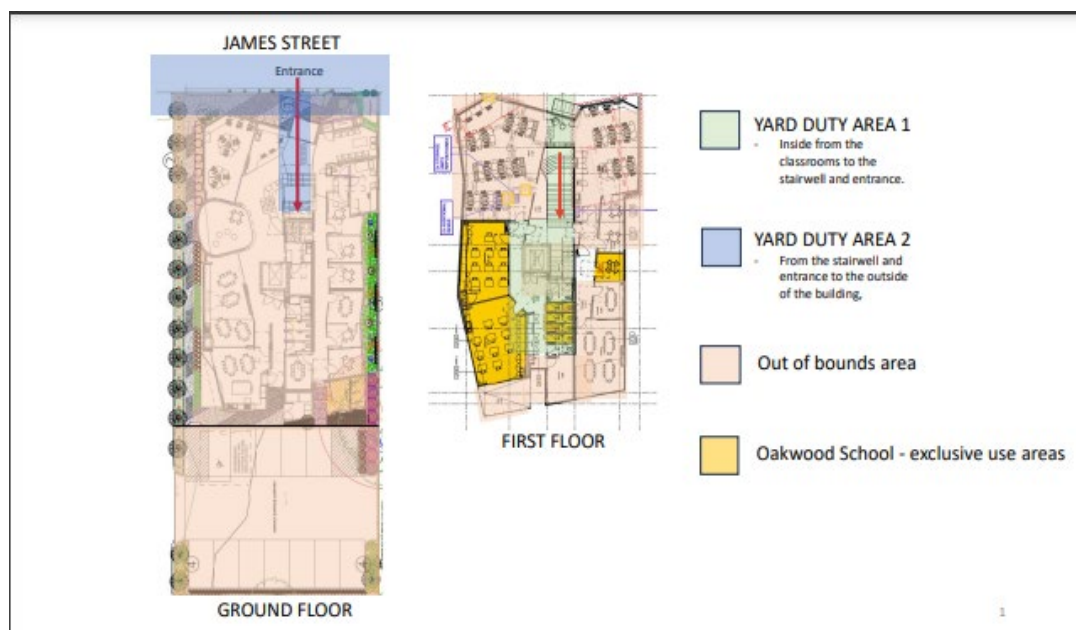
Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one on duty patrolling area outside classrooms and the top of the stairs, one patrolling bottom of stairs, reception and outside reception,) paying particular attention to areas of limited visibility.

Students enter the building via the main entrance and reception which is staffed by the Cardinia Shire. On arrival, students sign in using the school’s electronic monitoring system and immediately ascend the stairs which are directly off the reception area and in line of site of the sign-in area. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Pakenham campus as at Term 1, 2024 are:

Zone	Area
Zone 1	Inside, from the classroom to the top of the stairwell
Zone 2	From the stairwell and reception entrance to immediately outside the building.



ROSEBUD CAMPUS

Oakwood School is located in Southern Peninsula Hub, 90 Besgrove Street, Rosebud. The building is a newly constructed, purpose-built facility created to provide a wide range of integrated services to the local community.

A team of Oakwood School staff members are present and on duty whenever students are in the building. The classroom area is for the exclusive use of Oakwood School.

Oakwood School Rosebud has the exclusive use of Multi-purpose Classroom 21 between the hours of 8.00am to 5.00 pm, Monday to Friday and use of the Multi-purpose Art Room 22 on Mondays and Fridays between the hours of 8.00am and 5.00pm.

Students are on site five days per week in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

Yard Duty Zones

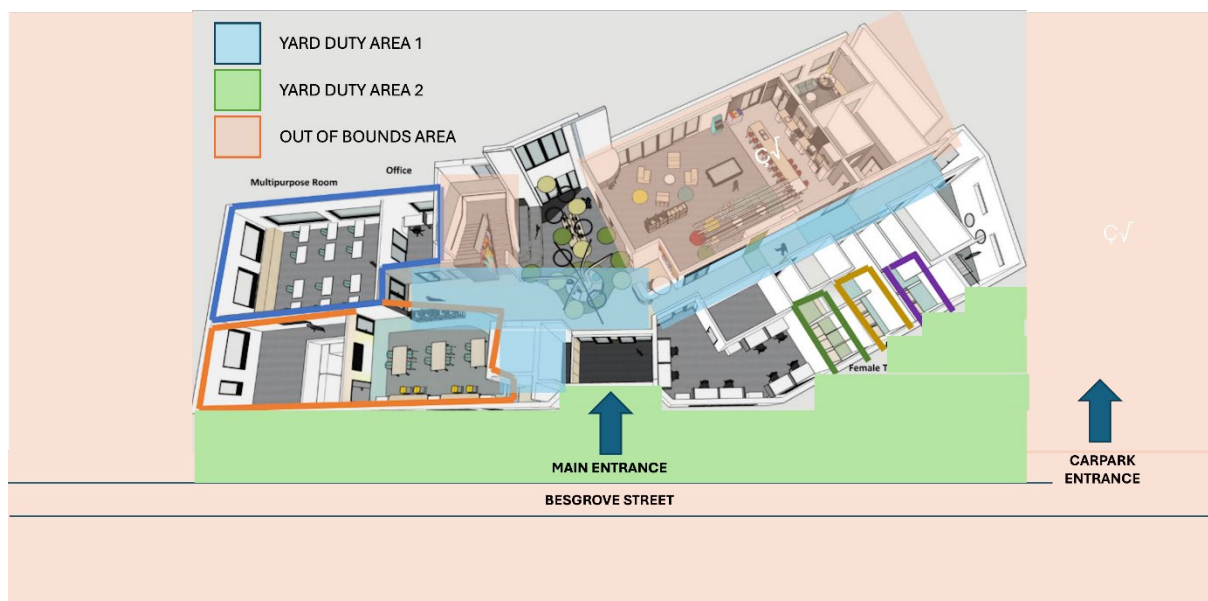
Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one indoors, patrolling the corridor from the classroom to the toilets and to the bottom of the stairs, and one outside patrolling the perimeter of the building) paying particular attention to areas of limited visibility.

Students enter the building via the main entrance at reception which is staffed by the Cardinia Shire. On arrival, students sign in using the school’s electronic monitoring system and immediately enter the classroom which is to the left of the reception area. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Rosebud campus as at Term 3, 2024 are:

Zone	Area
Zone 1	From the entrance foyer, left to the classrooms and right to reception and the toilets.
Zone 2	Outside, from the foyer to roadway and carpark.

OAKWOOD SCHOOL, ROSEBUD
Southern Peninsula Youth Hub



MORNINGTON CAMPUS

Oakwood School is located in Mornington at the youth hub “The Corner”.

A team of Oakwood School staff members are present and on duty whenever students are in the building. The classroom areas are for the exclusive use of Oakwood School.

Other than by appointment, the youth centre is not available for other young people to use during school hours. Other groups use a workshop and meeting room in the building, but they enter via a separate entrance directly into those spaces.

The Oakwood School has exclusive use of the following rooms:

- Activity Room 1
- Activity Room 2
- Consultation room 1
- Consultation room 2 -First Aid Room

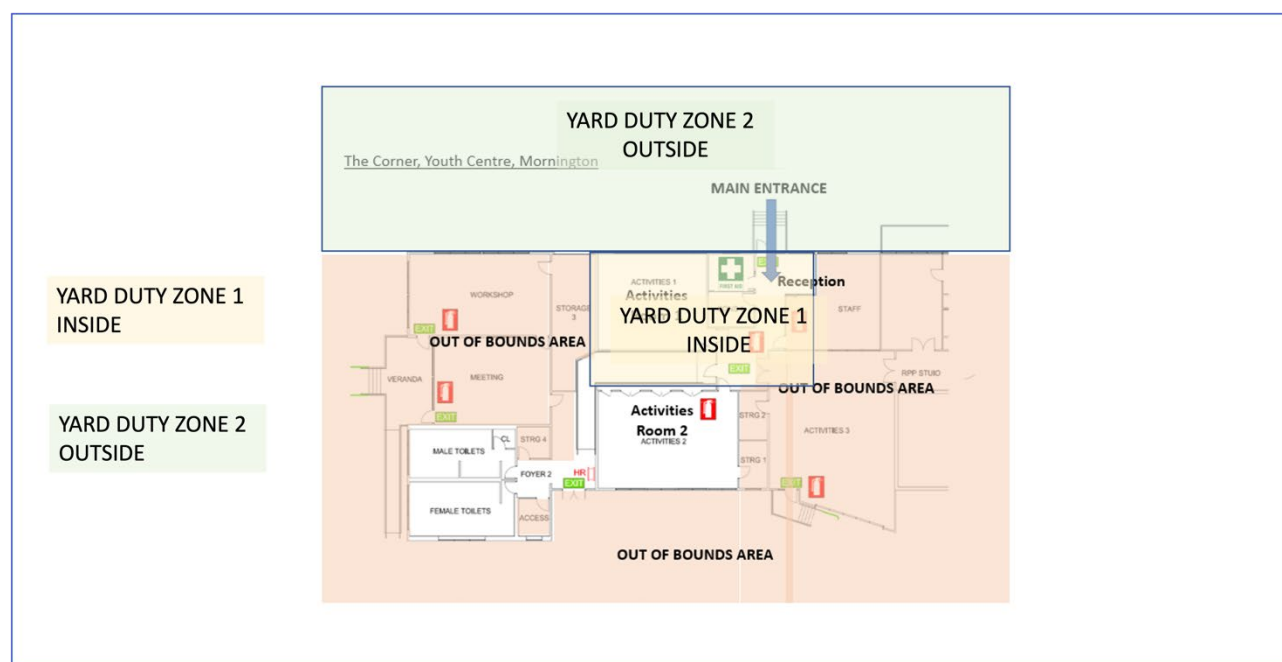
Students are on site from Monday to Friday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one indoors, one outside) paying particular attention to areas of limited visibility. Students enter the building via the main entrance and reception which is staffed by the Mornington Peninsula Shire.

The designated yard duty areas for our Mornington campus as at Term 1, 2022 are:

Zone	Area
Zone 1	Inside, including the classroom, foyer, corridor and toilets.
Zone 2	Outside, from the foyer to the carpark.



HASTINGS CAMPUS

Oakwood School, Hastings is located in The Shed youth centre owned and operated by the Mornington Peninsula Shire Council. The facility is also used by the Council's Youth Workers.

Students are on site Tuesdays and Thursdays mornings from 9.30am – 11:30am. During this time, the activity space is for the exclusive use of Oakwood School.

A team of Oakwood School staff members are present and on duty whenever students are in the building.

Yard Duty Zones

Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one indoors, one outside) paying particular attention to areas of limited visibility.

Students enter the building via the main entrance and reception which is staffed by the Cardinia Shire. On arrival, students enter the classroom space and sign in using the school's electronic monitoring system. All students sign out and leave school grounds at the end of timetabled classes.

The designated yard duty areas for our Hastings campus as at Term 1, 2022 are:

Zone	Area
Zone 1	Outside, from the gate to the street.
Zone 2	Inside and area around the classroom to the gate.

