



# Somers School Camp



## Yard Duty and Supervision Policy

### **Purpose**

The purpose of this policy is to explain to staff of visiting schools and Somers School Camp the procedures and expectations for the appropriate supervision of primary students whilst at Somers.

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.

Considering the unique environment of the school activities undertaken, Somers regularly reviews this policy and associated procedures.

This Policy takes into consideration the following environments:

- On campus supervision
  - Group Activities
  - Free time, Yard Duty and Site Boundaries
  - Meals Duty
  - Overnight Duty
- Excursions off-site activities supervision

### **Objective**

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

### **Scope**

The Somers Campus Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place 24 hours a day during the 9 day program. This policy applies to all teaching and non-teaching staff at Somers, including education support staff, and casual relief teachers.

This policy applies to all visiting school staff and non-teaching staff, including education support staff and volunteers.

Somers and visiting school staff are responsible for following reasonable and lawful instructions from the Somers Campus Principal, including instructions to provide supervision to students at specific dates, time, and places.

### **Policy**

As the school operates 24 hours per day for up to 9 days, Somers requires a comprehensive yard duty and supervision policy.



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Somers will follow the Department of Education and Training required staff to student ratios at all time for outdoor or adventure activities. See Policy Advisory Library Link <https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>

## On Site Supervision

### Group Activities

To manage the supervision of students while at Somers, all students are allocated a group prior to attending, these groups are allocated a corresponding visiting school staff member.

In the pre-planning, 8 groups of 20 students are allocated. The students stay with these groups for the duration of the program.

Our activity program starts at Morning activities at 8:45am with all visiting teachers and rostered Somers teachers in attendance.

### Free Time Supervision

Somers staff are on duty as follows:

- Dining Room from 7:00am – 8:30am (breakfast)
- Dining Room from 12:00pm – 1:00pm (lunch)
- Dining Room from 5:00pm – 6:30pm

Visiting teachers are on duty as follows:

- In the Dormitories from 8:30pm - 8:00 am the following morning
- In the Dormitories from 8:20am – 8:45 am to brush teeth and clean hut after breakfast
- On the asphalt area around the dormitories from 12:00pm – 12:25pm
- In the Dormitories from 4:45pm to 5:30 pm for showers
- Rostered on duty from 5:30pm- 6:30pm on Area supervision, Games Room, Library, Mini Golf Room and Canteen.

Students can access the toilets in the dormitories as required during free-time and there are visiting school staff monitoring students use of the toilets.

All children arriving or leaving Somers independently of the visiting school will be supervised at the administration building until they are signed in or out by a parent or carer or until they are handed over to the group teacher.

At all times **visiting school staff and Somers staff on duty** are responsible for supervising students and must:

- be visible and out with students
- methodically move around between lessons and inside the building actively supervising students during the times allocated in the list above
- be alert and vigilant
- recognise and acknowledge positive behaviour
- intervene immediately if potentially dangerous or inappropriate behaviour is observed



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- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the Somers Student Health and Wellbeing policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on be recorded on the day sheet.
- Any reportable incidents to the Department are reported through the School Incident Management System by both Somers and the visiting school.

Staff on duty during meals are responsible for supervising student duty groups to:

- set-up the dining area.
- wash all dishes
- assist with cleaning the kitchen
- wipe down of tables and chairs in the common area.

Visiting staff on duty overnight will sleep in the appropriate gender wing, and are responsible for:

- ensuring students are in their own dorms/bunkbeds
- being available on call for student needs during the night
- ensuring the general security of the building
- student supervision in the morning

The Somers Campus Principal, Leading Teacher and First Aid/Wellbeing Coordinator are on 24 Hour call to support and assist visiting teachers when required.

## **Supervision Zones**

All visiting school staff at are expected to assist with yard duty supervision and will be included on the duty roster. During free time students will be supervised on the asphalt in front of the huts.

The Somers Campus principal is responsible for preparing and communicating the yard duty roster to visiting school staff via a duty roster.

## **Staff rotation**

Visiting school staff who are on duty must remain with the students where practicable until they are replaced by a relieving teacher. Visiting teachers are responsible for supervision of students, Somers staff are available across the supervision zones along with first aid kits and will support when/if required.

If being relieved of their duty by another staff, 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 their shift, these issues should also be recorded in the day sheet.

If the supervising teacher is unable to supervise at the designated time, they should contact the Somers Campus Principal with as much notice as possible prior to the relevant shift to ensure that alternative arrangements are made.

If the identified supervising teacher needs to leave, they must ensure another staff member supervises until the relieving teacher has arrived in the designated area.



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## School activities, camps and excursions

There are no excursions that occur by the visiting school from Somers as part of the program.

## Supervision of students using digital devices

Students do not have access to digital devices while at Somers.

## Students requiring additional supervision support

Sometimes, students will require additional supervision, over and above the ratios provided in Department policy. In these cases, the Somers campus principal or delegate will ensure arrangements are made, in consultation with the visiting school, to roster additional staff as required. This may include outside of hours, in the classroom or during school activities.

## Communication

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

- Included in Somers staff and visiting school staff induction processes.
- Discussed at staff briefings or meetings, as required.

## Further Information and Resources

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

- [Supervision of Students](#)
- [Duty of Care](#)
- [Child Safe Standards](#)
- [Visitors in Schools](#)

## Policy Review and Approval

Policy last reviewed January 2023 Approved by	Mark Warner Somers School Camp Principal
Next scheduled review date	January 2024