



# Sunbury College Yard Duty and Supervision Policy

## **PURPOSE**

To ensure staff at Sunbury College understand their supervision and yard duty responsibilities. 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.

## **SCOPE**

This policy applies to all teaching and non-teaching staff at Sunbury College 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 mitigate risk to child safety.

### **Before and after school**

Sunbury College's grounds are supervised by school staff from 8.20am (Bus stop only) until 3.30 (Bus stop and front gate). Outside of these hours, school staff will not be available to supervise students. Students who may wish to attend school outside of these hours are encouraged to go to the library which opens from 8am to 8.50am and 3.10pm to 4.30pm.

### **Staff Yard duty Information**

All staff at Sunbury College are expected to assist with yard duty supervision and will be included in the weekly roster. The Assistant Principal (Facilities and OH&S) and the Daily Organiser are responsible for preparing and communicating the yard duty roster on a regular basis. At Sunbury College, school staff will be designated a specific yard duty area to supervise.

## **GENERAL:**

It is the responsibility of all staff to be on yard duty promptly at the assigned time and place. Staff are reminded they can be legally liable if something adverse occurs in your area and you are not present on duty. General duties include:

- Active supervision of general behaviour of students
- Use of the SWPBS non-classroom matrix to acknowledge positive behaviours
- Asking students to be responsible for their area and place litter in bin
- Reporting students smoking or leaving school grounds without permission to their LP7 significant teacher or year level coordinator
- Collect and return vests and walkie talkies from main staff office (except area 5 to LP7)

## **STUDENT OUT OF BOUNDS AREAS**

- Car Park
- Top Back Oval
- Classrooms and corridors
- Front School Entrance
- Area between the basketball courts and the front fence
- Oval embankments

## **YARD DUTY AREA INSTRUCTIONS**

### **AREA 1: HUB COURTYARD/CREATIVE ARTS WING CORRIDORS/ARTIFICIAL GRASS NEAR DOCTORS IN SCHOOLS**

- Clear students from down stairs of Creative Arts Wing and lock two doors 10 minutes into recess and lunch and unlock 10 min prior to bell
- Move students out of other corridors- out of bounds except for toilet visits
- Check Girls Toilet

### **AREA 2: SOCCER FIELD/BACK OF CREATIVE ARTS WING/AROUND ECA/ECA TOILETS**

- Move around the Soccer field, Jacksons Creek embankment is out of bounds
- Ensure that games on the oval are being conducted in a safe and orderly manner
- Move around all sides of the ECA
- Car Park and Top Back Oval are out of bounds

### **AREA 3: CANTEEN/HAYSHED/S BLOCK COURTYARD/S BLOCK/HUB**

- First half of lunch has two staff members allocated with one maintaining a strong presence at the canteen
- Clear students from S block and lock two doors 10 minutes into recess and lunch and unlock 10 min prior to bell
- Ensure appropriate behaviour and students line up in an orderly manner at the Canteen
- Move around the S Block courtyard and Hayshed
- Move into and out of the Hub

#### **AREA 4: FRONT OVAL/BASKETBALL COURTS**

- Move around the entire front oval and basketball courts, with the oval embankment out of bounds
- Ensure that games on the oval/basketball courts are being conducted in a safe and orderly manner
- Watch for students exiting the grounds without permission

#### **AREA 5: Q & P PORTABLES/YEAR 7 AREA**

- Remove Year 8-11 students from Year 7 area. The Year 7 area includes basketball courts and Q courtyard.
- Move students out of the area between Q 6 to Q9.
- Ensure that games are being conducted in a safe and orderly manner

#### **AREA 6: FRONT GATE- South Entrance to school (traffic lights)**

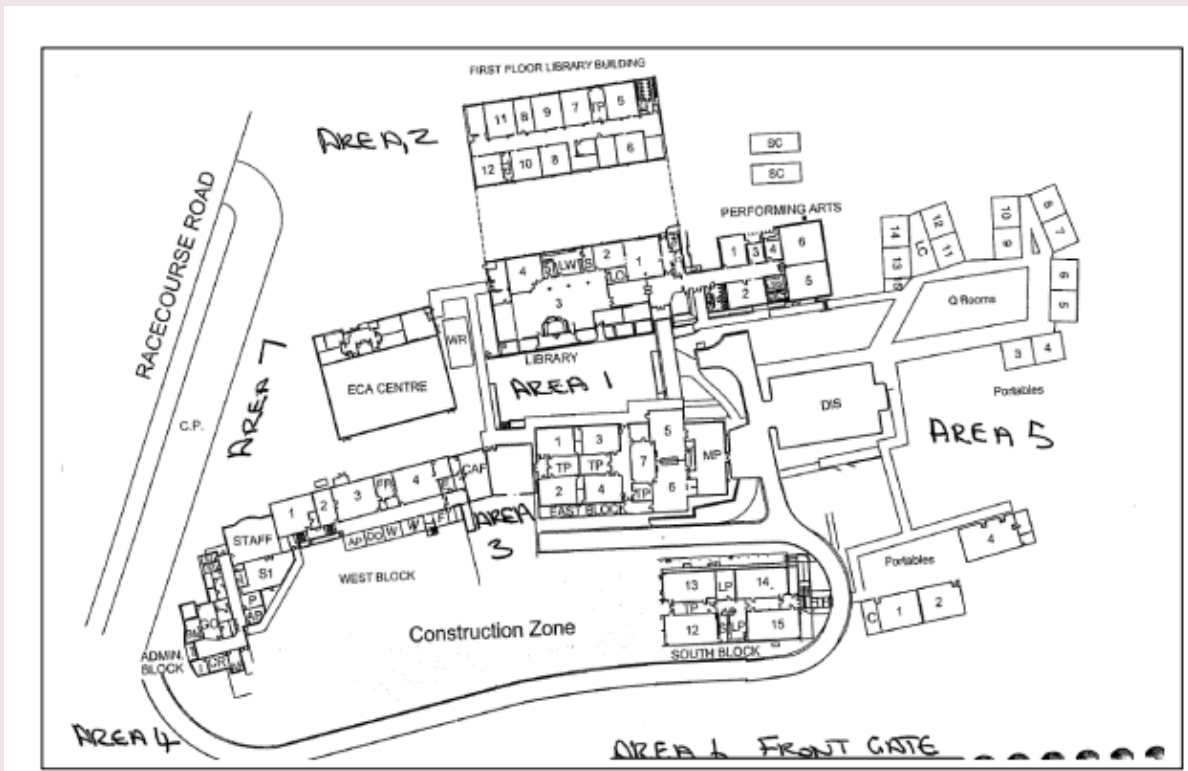
- Take out pole for duty and stand with fellow staff member at alternate sides of the front gate
- Allow groups of roughly 30 students at a time to progress from front gate to edge of traffic lights. Stop additional students from crossing using voice first than placing pole in front of students without making contact. Once a group of 30 students have crossed the lights, repeat the process.
- Second and third staff member can also move to round-about and direct students to crossing

#### **Area 7: BUS DUTY- Bus pick up and drop off point near car park and bus shelter area**

- Ensure students waiting for bus are a safe distance from car park and road and well behind rails
- Ensure students enter and exit the bus in a safe and orderly manner
- Ensure all students entering and exiting school do so on path and not through car park or road.
- Ensure no ball games are played in the area
- Move on any cars parked in bus lanes

#### **Area 8: LEARNING RESOURCE HUB- Lunch duty**

- Food and drink other than water bottles must be consumed outside
- The reading areas are for quiet study and reading
- Students need to have purpose in the area and be seated



### Yard Duty Equipment and Responsibilities

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in various locations relevant to the supervision area. Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- 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
- carry walkie talkie with them and call for assistance if there is an issue beyond their ability to control
- log any incidents or near misses as appropriate on Compass – chronicle entry – yard duty observation

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 teacher is unable to conduct yard duty at the designated time, they should contact either Assistant Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact an Assistant Principal, but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should remain on duty and send a message to an Assistant Principal or the office and not leave the designated area until a relieving teacher has arrived.

## **Classroom**

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

If a student requests to go to the toilet, a toilet pass on a lanyard must be carried by the student. A student who requests to go to sick bay will be accompanied by another student with a note from the teacher. In the case of extreme illness, the sick bay attendant will be called to the classroom.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact another staff member, an Assistant Principal or the office 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 Teacher-in-Charge of the school activity, camp or excursion is 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 and Training Excursions Policy.

## **Digital devices and virtual classroom**

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

Sunbury College 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 the library or private study room.

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

- student attendance will be monitored in 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 disabilities 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**

Year 12 students will generally have one study block of five periods per week. This will be timetabled as 'private study' and be located within the 'private study room', where teacher supervision and support will be provided, and attendance will be recorded by the supervising teacher. Students will not be permitted to leave school grounds during these sessions. On occasions where this session is unsupervised, attendance will be recorded and students will be required to stay in the private study room for the duration of the period.

## **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..

## **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	2024