



Sunbury College Yard Duty and Supervision Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact Sunbury College on 9744 1066

PURPOSE

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

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 mitigates risks to child safety.

Before and after school

Sunbury College grounds are supervised by school staff from 8:20 am (Bus stop only) until 3:30pm (Bus stop and front gate). Outside of these hours, school staff will not be available to supervise students.

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.

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

- Active supervision of the 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 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 the internal door to upstairs A Block
- Lock the three external doors in the Creative and Performing Arts Wing 10 minutes into brunch and lunch and unlock 10 minutes prior to bell
- Move students out of the downstairs corridors
- Check the external door to the upstairs corridor is open, remind students accessing this space no food is to be consumed inside
- Active supervision of the students moving up and down the stairwells to the female toilets upstairs
- Active supervision around the upstairs girls' toilets and the upstairs A Block corridor
- Active supervision of the downstairs A block toilet. Note that students are not permitted to loiter in the walk-through zone
- Students are permitted to access lockers, go to staff offices and visit the Junior School office.

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

- Move around the Soccer field, Blind 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

- Two staff members are allocated to this duty for the first half of Brunch, with one maintaining a strong presence at the canteen and the other maintaining a strong presence in and around the S block.
- Ensure appropriate behaviour and students line up in an orderly manner at the Canteen
- Active supervision of the S block indoor space and the courtyard. Students are not permitted to move furniture and eat inside. Check the classroom doors are locked

- Move around the S Block courtyard and Hayshed and complete a lap though the W block corridor, students are not permitted to sit or loiter in the W block.

AREA 4: FRONT OVAL/ACCESSIBLE PLAYGROUND

- Move around the entire front oval and the accessible playground, with the oval embankment and along all the fence lines out of bounds
- Ensure that games on the oval are being conducted in a safe and orderly manner
- Students are not permitted to sit/gather on the perimeter fence lines/embankment areas.
- The area of the corner of Racecourse Rd and Riddell Rd is out of bounds, between Riddell Rd and the basketball courts. Students are not to hang out in this space.
- 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. The Year 7 Area can be identified by the Blue lines around the LP7 area.
- 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)

- Stand on the left-hand side of the chicane and unlock the 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 sliding the gate closed in front of students without making contact. Once a group of 30 students have crossed the lights, repeat the process.
- Second staff member will support and direct students to using the crossings at the staff car park exit, students should be actively encouraged to walk directly across the supervised crossing and not making their own way across the road.

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

- Ensure students waiting for the bus are a safe distance from road and well behind rails
- Unlock the swivel gate in between the ECA centre and the admin building, ensure bolt is down and pad lock is locked so it doesn't go missing.
- 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- Brunch and 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

Area 9: FRONT BASKETBALL COURTS

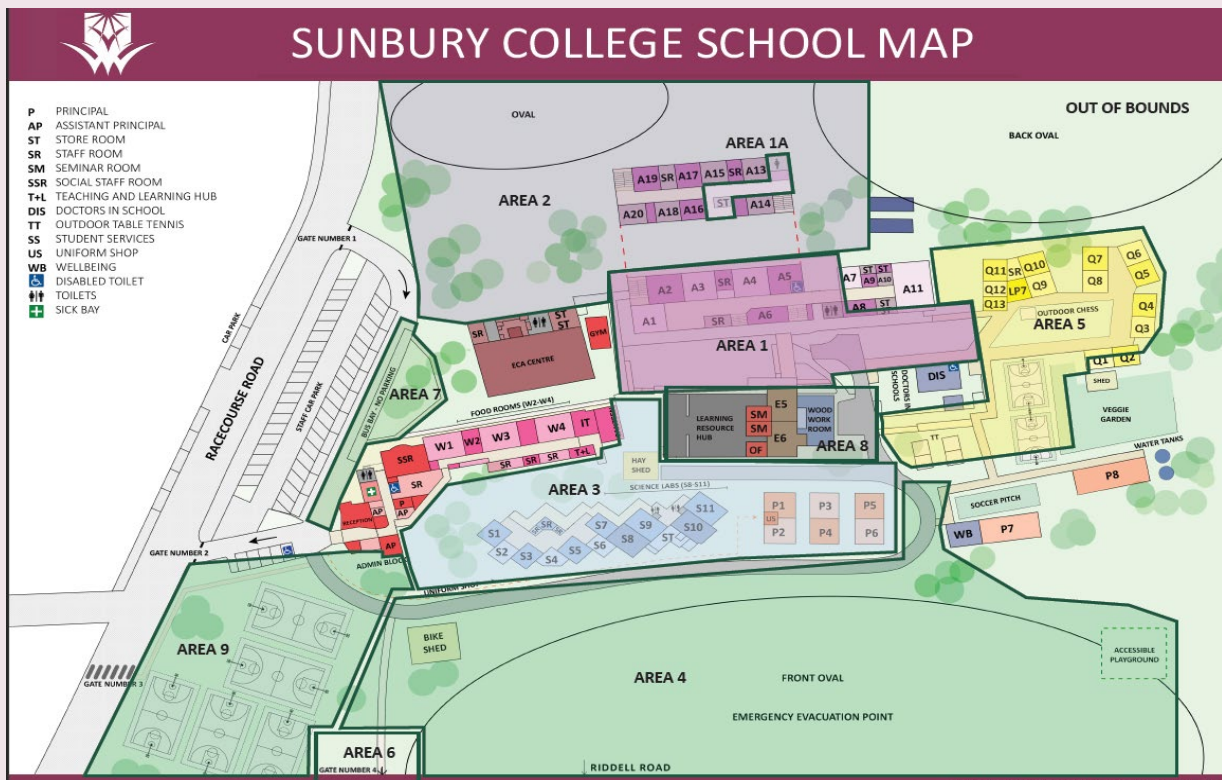
- Move around the entire front Basketball Courts
- Ensure that games on the Courts are being conducted in a safe and orderly manner
- Ensure students are not removing the padding from the Basketball posts
- The area of the corner of Racecourse Rd and Riddell Rd is out of bounds, between Riddell Rd and the basketball courts. Students are not to hang out in this space.
- Watch for students exiting the grounds without permission

Area 10 – Portable toilets walk-through area

- Maintain a presence just outside the portable toilets in the walk-through zone, at the steps to the portable toilets.
- Where possible, check the common area inside the toilets for your assigned sex. Check for students gathering in the toilets.
- Only allow a maximum of four students to enter the toilets at any one time. Where four students are in the toilets, direct the next students in line to wait until the students come out of the area
- Students are not permitted to stand or gather in walkthrough areas.

Area 11 – Downstairs A block toilets and walk-through area

- Maintain a presence just outside the downstairs A block toilets in the walk-through zone.
- Check the area outside of the internal A block single toilets. Students are not permitted to gather in this area.
- There should only be one student per cubicle.
- Students are not permitted to stand or gather in walkthrough areas.



Yard Duty Equipment and Responsibilities

Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored the main staff room and LP7 office
- A walkie talkie

Yard duty equipment must be returned after the period of supervision or handed to the relieving staff member.

Yard duty 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 an 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 leave the classroom, the teacher can choose to grant permission and make an out-of-class log using the out-of-class Compass template. A student who requests to go to sick bay will be accompanied by another student and the out-of-class log will be made using the template. 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 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

Sunbury College follows the department's Digital Technologies - Responsible Use 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 the school site. In these cases, students will be supervised in the Hub 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 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 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 only will have one study block of four sessions per week. This will be timetabled as a formal 'private study' 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.

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
- Made available in hard copy from school administration upon request
- Information for parents and students on supervision before and after school is available on our school

FURTHER INFORMATION AND RESOURCES

the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Digital Technologies - Responsible Use](#)
- [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

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|----------------------------|---------------|
| Policy last reviewed | February 2026 |
| Approved by | Principal |
| Next scheduled review date | February 2028 |

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