



No. 5218

Sunbury & Macedon Ranges Specialist School

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YARD DUTY AND SUPERVISION POLICY

PURPOSE:

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

SCOPE:

The leadership team are responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Sunbury and Macedon Ranges Specialist School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY:

Before and after school

Sunbury and Macedon Ranges Specialist School's grounds are supervised by school staff from 8.50 AM until 3.10 PM. Outside of these hours; school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Sunbury and Macedon Ranges Specialist School outside of these hours.

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/carers to:

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

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Sunbury and Macedon Ranges Specialist School are expected to assist with yard duty supervision and will be included on the roster.

The principal or nominee is responsible for preparing and communicating the yard duty roster on a regular basis. At Sunbury and Macedon Ranges Specialist School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our Sunbury and Bullengarook campuses are:

| Sunbury Campus | Bullengarook Campus |
|-----------------------|----------------------------|
| Junior Yard | Interactive Room |
| Middle Yard | Basketball Court |
| Upper Yard | Indoor Basketball Court |
| | Playground |
| | Trampoline Area |
| | Oval |
| | BER Building |

Staff who are rostered for yard duty must remain in the designated area until the bell rings and students have returned to class. During yard duty, supervising 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
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the sub school leader 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 sub school leader but should not leave the designated area until the relieving staff member has arrived in the designated area.
- If a relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the office and not leave the designated area until a replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

- The classroom teacher is 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 the sub school leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
 - [Supervision](#)
 - [Duty of Care](#)
 - [Child Safe Standards](#)
 - [Visitors in Schools](#)

EVALUATION

- This policy will be reviewed annually.

This policy was last updated on 24.3.2021 and is scheduled for review March 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Sunbury and Macedon Ranges Specialist School's Yard Duty and Supervision Policy.