



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:

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.

POLICY:

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

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.

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/carer 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 Subschoo leader/ assistant principal are 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.

Students who may require specific support over breaks will be identified in the yard duty roster.

At the end of the year, to support student transitions- transition summaries will include information that will identify any individual needs over the yard duty breaks . For example, the class staff may need ensure a handover takes place for a student due to medical needs, or behavioural needs.

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

Sunbury Campus	Bullengarook Campus
Lower Yard- see yard current duty roster	Interactive Room
Middle Yard- see yard current duty roster	Basketball Court
Upper Yard: Basketball Court Playground Rotunda with activities/games Floating Quiet area	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
- be vigilant and alert
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- Implement the School Wide Positive Behaviour Support program – recognising Safe, Thoughtful, Appropriate and Respectful behaviour. Implement appropriate protocols for behaviours of concern.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- wear sun protection ie. Hat as per SunSmart policy
- wear hi- vis vest as provided

- 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 a 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:
 - the Department’s Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)
 - [Work Experience](#)

EVALUATION:

Created date	March 2024
Consultation	School council School website
Endorsed by	Principal: Joanne Nolan School Council President: Amanda Solarino

Endorsed on	March 2024
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