

## 1 Purpose and Rationale

The purpose of this policy is to explain to parents and students Sandringham College's yard duty procedures and expectations for the appropriate supervision of secondary students. Sandringham College understands it holds a high standard of care in relation to students at school. Appropriate, well organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All staff participate in Sandringham College's yard duty roster and school supervision requirements and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

This policy applies to all teaching and non-teaching staff at Sandringham College including education support staff, casual relief teachers and visitors.

## 2 Policy Goals

To ensure that school staff, parents and students understand the supervision and yard duty responsibilities.

## 3 Implementation

School staff are rostered on for yard duty before school, during recess, lunch and after school. Students on school grounds outside these times will **not** be supervised unless they are attending a before or after school program or supervised extra curricular activity.

.Parents and carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity eg. Sports practice

Sandringham College has in place a number of internal policies and procedures to respond to specific circumstances and potential risks in schools including

- Camps and excursion
- First Aid
- Grounds management and Tree maintenance
- Student Personal Property

### 3.1 Before and after school

Sandringham College's grounds are supervised by school staff during school hours – between 8.40am and 3.20pm. Outside of these hours, school staff will not be available to supervise students.

Students who are onsite outside of these hours are encouraged to attend the library which is open and staffed by Sandringham College staff:

**Holloway Road Hours**

Monday to Thursday: 8.15am - 4.30pm

Friday: 8.30-3.20pm

**Bluff Road Hours**

Monday: 8.30am-4.30pm (Study Centre 3.30pm-4.30pm)

Tuesday: 8.30pm-4pm

Wednesday: 8.30am-4.30pm (Study Centre 3.30pm-4.30pm)

Thursday: 8.30pm-4pm

Friday: 8.30-3.20pm

**3.2 Yard duty**

All staff at Sandringham College are expected to assist with yard duty supervision and will be included in the roster. The yard duty roster is published at the commencement of each semester.

**Specific Yard Duty times**

Before school: 8:40am – 9:00am

Recess: 10:36am – 11:00am

Lunch 1: 12:36pm – 1:00pm

Lunch 2: 1:00pm – 1:24pm

After school: 3:00pm – 3:20pm

The College timetable coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Sandringham College, school staff will be designated a specific yard duty area to supervise.

**Yard duty zones**

The designated yard duty areas for our school (as at Term 1, 2021) are

AM	Bluff Back	L1	Bluff Area A	L2	Bluff Area A
	Bluff Front		Bluff Area B		Bluff Area B
	Holloway Supervisor		Bluff Area C		Bluff Area C
R	Bluff Area A		Bluff Canteen		Bluff Canteen
	Bluff Area B		Holloway Central		Holloway Central
	Bluff Area C		Holloway East Sector		Holloway East Sector
	Bluff Canteen		Holloway Library		Holloway Library
	Holloway Central		Holloway West Sector		Holloway West Sector

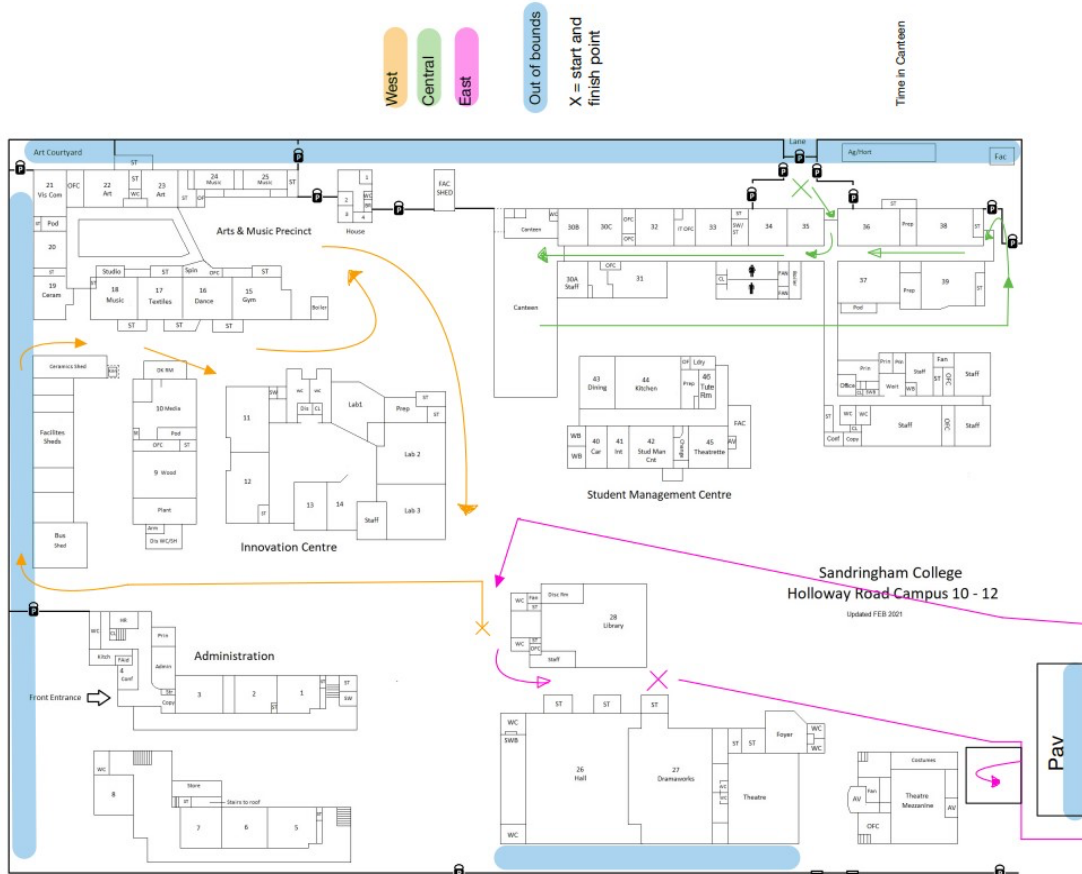


Holloway East Sector	AS	Bluff Back
Holloway West Sector		Bluff Front
		Holloway Supervisor

Sandringham College Bluff Road Yard Duty map – supervision areas



Sandringham College Holloway Road Yard Duty map – supervision areas



## Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored with the Daily Organiser and are provided to each individual teacher
- Be familiar with the yard duty information pack containing student health and safety information stored
- Be familiar with the closest location of first aid equipment to their relevant yard duty zone.

### **Yard duty responsibilities**

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member and the designated change over point.

During yard duty, supervising school staff must:

- methodically move around the designated zone
- ensure students remain in their designated year level zones
- 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
- log any incidents or near misses as appropriate. Minor incidents should be logged on COMPASS and major incidents should be reported to the relevant Campus Principal or Head of Sub-School.

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 staff member is unable to conduct yard duty at the designated time, they should contact the Daily Organiser 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 Campus Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should contact the Campus Principal and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising yard duty staff member if they require assistance during recess or lunchtime.

### **3.3 Classroom Supervision**

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, he or she should first contact the Campus Principal or Head of Sub School for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving. Teachers are responsible for supervising their students during incursions with guest presenters. Visiting speakers do not have the authority to supervise students in schools. This includes instructors providing religious instruction in schools. Refer to [Visitors in Schools](#) and [Special Religious Instruction](#) for more information.

### 3.4 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.

### 3.5 Digital Devices and Virtual Classroom

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

Sandringham 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 Bluff Road Library.

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

- student attendance will be monitored via the classroom teacher
- 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.

### 3.6 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.

### 3.7 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](#)

### 3.8 Independent Study

Year 12 students only will have 3 study blocks per week. Students may study in the library or school grounds. Students will not be permitted to leave school grounds during these sessions.

### 3.9 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.

### 3.10 Co-curricular Programs

Students participating in co-curricular programs will be supervised by the staff responsible for the activity. Parents/carers and students will be provided with documentation indicating hours of participation via COMPASS events or email.

### 3.11 After School Hours

If a student is normally collected from school but is still at school beyond normal collection time, particularly primary students, schools must:

- attempt to contact:
  - the parents
  - the emergency contact person identified in the school records
  - other known contacts
- consider contacting the police or Department of Health and Human Services (DHHS) to arrange care and protection if:
  - it is well beyond reasonable collection time
  - all reasonable attempts to locate the appropriate responsible adults, as per above, fail
- if DHHS or Victoria Police have taken action to facilitate care for the child:
  - Lodge an IRIS report on 1800 126 126
  - Leave details of the student's whereabouts with the school office and, if possible, with friends of the student or next door neighbours.

School staff, parents and students are encouraged to speak to our principal, if you have any concerns about potential risks at our school, or our duty of care obligations.

## 4 Monitoring & Review

This policy was last updated on October 2021. Please refer to the Sandringham Policy Schedule for the next review date.

## 5 Definitions

DET – Department of Education and Training

## 6 References

This policy should be read in conjunction with the following school policies:

- [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](#)



## SC-OP-37 Sandringham College Yard Duty and Supervision – Students and Parents Policy



Policy Number	SC-OP-37	Last Approval Date	October 2021
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal	Next Review Date	October 2022
Review Frequency	Document Availability	Policy Delivery	
<input checked="" type="checkbox"/> 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 3 Years <input type="checkbox"/> As Required <input type="checkbox"/> n/a	<input type="checkbox"/> College Website <input type="checkbox"/> Student Compass <input checked="" type="checkbox"/> Parent Compass <input type="checkbox"/> Staff Compass <input checked="" type="checkbox"/> Staff Information Drive <input checked="" type="checkbox"/> Enrolment Pack	<input type="checkbox"/> Annual Staff Meeting <input type="checkbox"/> Annual Parent Meeting <input type="checkbox"/> Annual Student Meeting <input type="checkbox"/> Annual School Assembly <input type="checkbox"/> Staff Handbook/Manual <input type="checkbox"/> Newsletter Article <input checked="" type="checkbox"/> Staff DL	