



Help for non-English speakers

If you need help to understand the information in this policy, please contact the College on 85990500 and ask to speak to your child's Year Level Leader who can arrange an interpreter. Information regarding Child Safe Standards in languages other than English can be found <https://ccyp.vic.gov.au/resources/child-safe-standards/translated-resources-about-the-child-safe-standards/>

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. 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 discharge their duty of care to students.

The College 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.

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 8.40 am 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:

Holloway Road Hours

Monday to Thursday: 8.15am - 4.30pm

Friday: 8.15am - 4.00 pm

Bluff Road Hours

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

Tuesday: 8.30am-4pm

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

Thursday & Friday: 8.30am-4pm

VCE students attending a Period 0 or Period 7 class or completing a VCAA required assessment task via SAC Centre, will be supervised by teachers on site for the period of learning or assessment that occurs before or after the regular hours of supervision 8.40am to 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

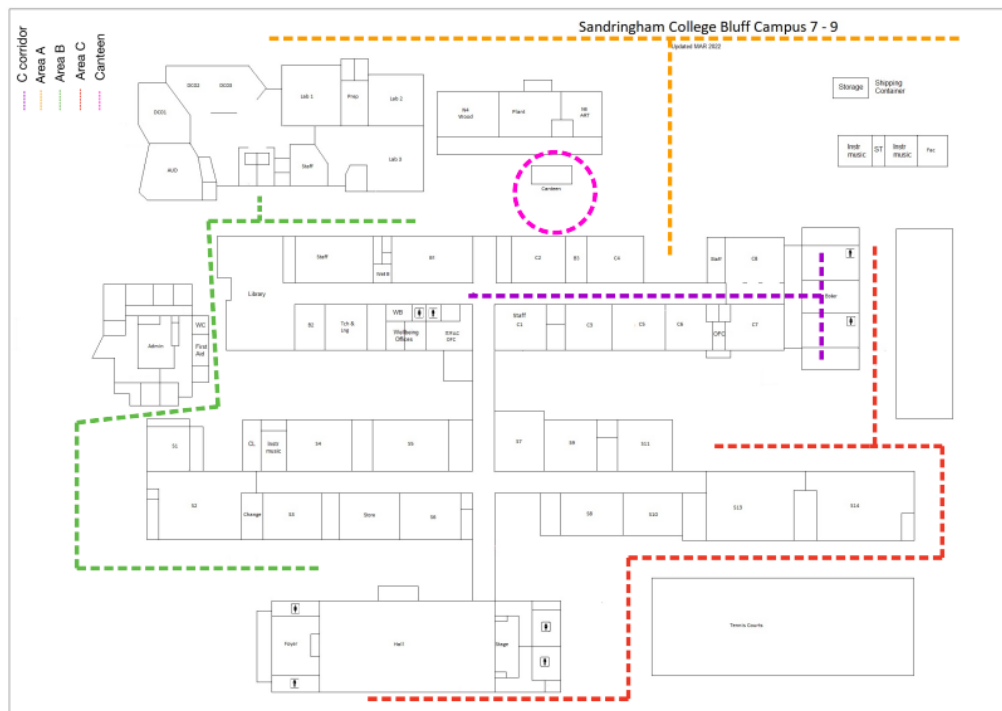
The College timetable coordinator is responsible for preparing and communicating the yard duty roster on a regular basis. At Sandringham College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

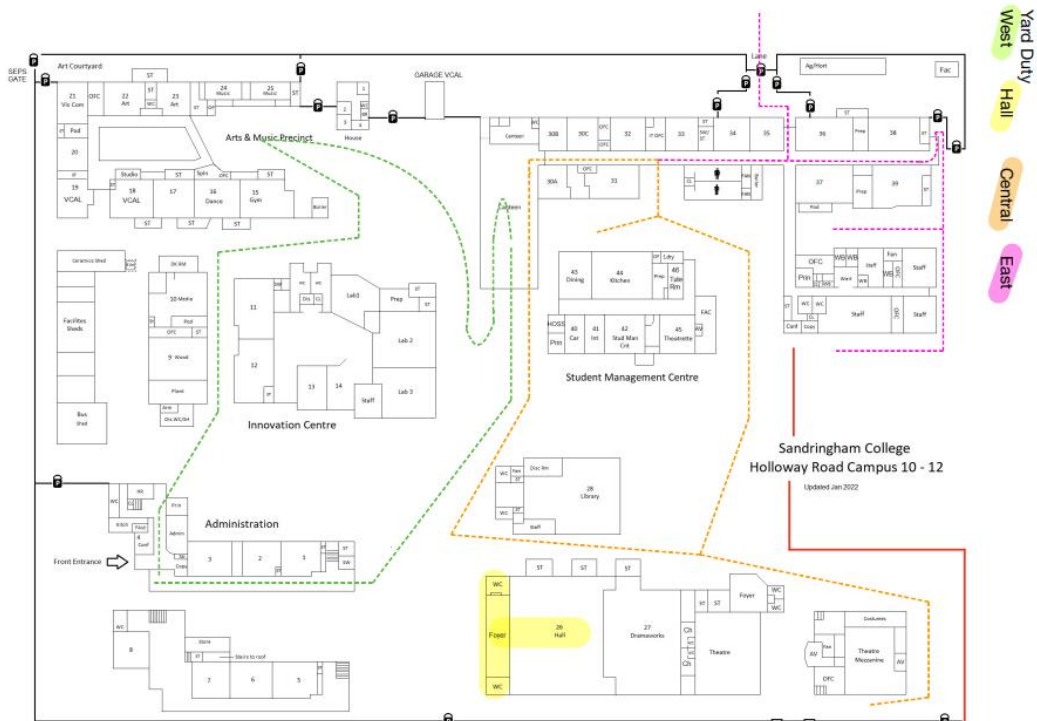
The designated yard duty areas for our school (as at Term 3, 2022)) are

AM	Bluff Front
	Holloway Supervisor
	Bluff Back
R	Bluff Canteen
	Holloway Central
	Bluff Area C
	Bluff Area B
	Holloway Hall
	Holloway West
	Bluff Area A
L1	Holloway Central
	Bluff Area C
	Bluff Area B
	Holloway Hall
	Holloway West
	Holloway Library
	Bluff Area A
	Bluff Toilets - C Corridor
L2	Holloway Central
	Bluff Area C
	Bluff Area B
	Holloway Hall
	Holloway West
	Holloway Library
	Bluff Area A
	Bluff Toilets - C Corridor
AS	Bluff Front
	Holloway Supervisor
	Bluff Back

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 for CRTs 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.
- be familiar with students information – including those with health and safety issues, frequent absconders, parents who pose a serious risk to safety.

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 ensuring active supervision of all students
- ensure students remain in their designated year level zones
- be alert and vigilant
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- 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 presenters do not have the authority to supervise students in schools.

3.4 School activities, camps and excursions

The College 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 and Training Excursions Policy.

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 school libraries at each campus.

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 College 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/External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. 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 5 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. Students in the Library (Study Hall) will be supervised by a timetabled Sandringham College staff member (VIT registered teacher) and ES Library Staff during Periods 1-4 Monday to Friday.

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.

4 Monitoring & Review

This policy was last updated in September 2022. 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](#)

Policy Number	SC-OP-37	Last Approval Date	September 2022
Policy Owner	Sandringham College	Approved By	School Council
Policy Reviewer	College Principal	Next Review Date	September 2024
Review Frequency	Document Availability	Policy Delivery	
<input type="checkbox"/> 1 Year <input checked="" 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 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 checked="" type="checkbox"/> Staff Handbook/Manual <input checked="" type="checkbox"/> Newsletter Article <input type="checkbox"/> Staff DL	