



Yard Duty (Care) and Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Bendigo Special Developmental School on 03 5447 3267 or bendigo.sds@education.vic.gov.au.

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Bendigo Special Developmental School, 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.

1. Before and after school

Bendigo Special Developmental School's grounds are supervised by school staff from 8:45 am until 3:30 pm. Outside of these hours, school staff will not be available to supervise students. Students will be supervised from 8:45 am in the Main Yard and for bus travellers who are at school between 3:00pm and 3:30pm, students will be supervised in a range of classrooms and yard spaces suitable to support their needs and safety. Bus travellers who arrive before 8:45 am, will be supervised in the Multi-Purpose Room and the Bus Bay.

Parents and carers will be advised through the publication of this policy on the school website and regular reminders in our newsletter that they should not allow their children to attend Bendigo Special Developmental School outside of these hours. Families are encouraged to contact our school for more information about the before and after school care facilities available to our school community.

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 Child Protection to arrange for the supervision, care and protection of the student.

2. Yard duty

All staff at Bendigo Special Developmental School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Professional Learning Community Leaders are responsible for preparing and communicating the yard duty roster on a regular basis. At Bendigo Special Developmental School, school staff will be designated a specific yard duty area to supervise, and/or a specific student to supervise.

The designated yard duty areas for our school as at Term 4, 2024 are as follows:

Zone	Area
Bike Track	Northern play space
Main Yard	In between the Senior Classroom and the permanent classroom block
Sand pit yard	Eastern play space adjacent the Main Yard
Agora	Internal space between the office and permanent classroom block
Front yard	Southern play space
Sensory garden	Western play space
Room 8/9	Classroom
Room 4	Classroom



Yard duty equipment

School staff must:

- carry a walkie talkie and the yard duty first aid bag (if allocated this), and approach visual communication such as PODD book, and or Tier 1 visuals at all times during supervision. The yard duty first aid bag will be stored in [insert location].
- Be familiar with the student health and safety information stored in the yellow folders in each classroom

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

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.

During yard duty, supervising staff must:

- methodically move around the designated zone ensuring active supervision of all students 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)
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- use School Wide Positive Behaviour Support language and implement appropriate strategies to support students, in accordance with measures set out in your school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Sentral and edusafe, should that be required

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the PLC Leaders 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 staff on call, PLC Leader, Daily Organiser (Melissa Zysvelt) or a member of leadership but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should call for assistance on the walkie talkie and not leave the designated area until a replacement 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. 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 PLC Leader, Daily Organiser (Melissa Zysvelt) or a member of leadership for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

Education Support Staff may supervise up to 4 students individually under the supervision and direction of a teacher.

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, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

5. Digital devices and virtual classroom

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

6. Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with a specific Behaviour Support Plan, Safety Plan, or Medical Action Plan. 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.

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 policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structured Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

8. 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
- Included as a reference in our school newsletter each term
- 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 website and parent reminders are sent at the beginning of each term in our school newsletter.

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2024
Consultation	Endorsed by School Council on 21 st October 2024 Endorsed by the Consultative Committee on 22 nd October 2024
Approved by	Principal, Kirshy McAinch on 22 nd October 2024
Next scheduled review date	October 2028

This policy will also be updated if significant changes are made to school grounds that require a revision of Bendigo Special Developmental School's yard duty and supervision arrangements.