



# Bendigo Special Developmental School

*“A place of excellence in education that creates inclusive communities and success for all”*

## 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 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.

#### Before and after school

##### **Before school**

Bendigo Special Developmental School’s grounds are supervised by school staff from 8.45am until 3.00pm (Late bus travellers are supervised until 3.30pm.) Outside of these hours, school staff will not be available to supervise students

Before school 8:30 am - 8:45 am, two school staff will supervise students as they arrive on designated buses in the Multi-Purpose Room. School staff must wear a provided safety/hi-vis vest whilst on bus yard duty. Safety/hi-vis vests will be stored in a basket at the Bus Bay entrance.

- At 8.45am students will make their way to the classroom. Classroom staff assist where needed.
- Two Staff members will remain on duty at the bus bay gates to supervise students as they get off the buses, ensuring they .... and guide them to their classroom.

- When the last bus has departed and all students have left the bus bay area, a staff member on bus duty will lock the bus bay gate and the student services door.
- Vests are placed back in the basket at the Bus Bay entrance.
  - Bus duty staff check that no students are in the student services are (including toilets) before locking the Student Services building

\*\* If there is an emergency in the Multi-purpose room during this duty time, staff member TWO is to call for assistance over the PA.

## **Before school yard duty**

From 8:45am-9:00am, school staff will also be assigned to supervise students in the school JUNIOR MAIN SENIOR YEARS and Student Engagement yards. Staff are to follow protocols as outlined below in **Yard Duty**.

## **After school**

### Early Bus travellers

From 2:40 pm-3:00 pm seven nominated staff will follow a roster to perform afternoon bus duty. Six of these staff will be allocated a Bus and will be known as Bus Supervisors.

- All staff and students are to be in the multi-purpose room at 2.45pm and line up at their designated bus assembly point where they will sit on the allocated chairs. This will be indicated by signs with bus names.
- Students in wheelchairs meet and wait in the corridor in student services at 2.45pm to prepare to board their bus first.
- Buses will arrive in the order as outlined in the bus bay board (near the external doors). Buses will pull up along the bus bay driveway in this order.
- Once all students have arrived the roll will be marked.
- The staff member allocated to Bus 1 Supervisor, will be responsible for standing outside to greet buses and supervise the boarding of students in wheelchairs. They will decide when it is safe for the other students to board each bus. They will communicate this to the relevant bus supervisor.
- Bus 1 Supervisor will then let the buses know when it is safe to depart the bus bay area.
- Early buses will have departed by 3.00pm

### Late bus travellers

3.00pm – Students on Castlemaine, Kyneton & Strathfieldsaye will go to Common Room 2 or the Therapy Room to be supervised by staff on the yard care list. These staff will then be responsible for marking these students on the printed roll and assisting them to board their respective bus.

Students being picked up by Parents or Carers will exit the side gate, which is supervised by a staff member between 3:00 pm - 3.15

Parents and carers should not allow their children to attend Bendigo Special Developmental School outside of these hours. Families are encouraged to contact administration staff on (03) 54473267 or refer to OSHC Educational Leader, 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
- arrange alternative transport (at Principal's discretion)
- place the student in an out of school hours care program (if available)
- 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 classroom staff at Bendigo Special Developmental School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal will annually appoint staff 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.

### **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 school staff must:

- methodically move around the designated zone ensuring active supervision of all students to ensure that all areas are within line of sight to at least one yard duty teacher at a time.
- 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
- 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 injuries on Cases 21 Incident Notification Form, and problem behaviours on Sentral.

If the supervising staff member is unable to conduct yard duty at the designated time, they should negotiate a “swap” with another suitable staff member or contact a leading teacher 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 Principal, Assistant Principal, Leading Teacher or Staffing Coordinator, but should not leave the designated area until a relieving staff member has arrived in the designated area.

### **Yard duty equipment**

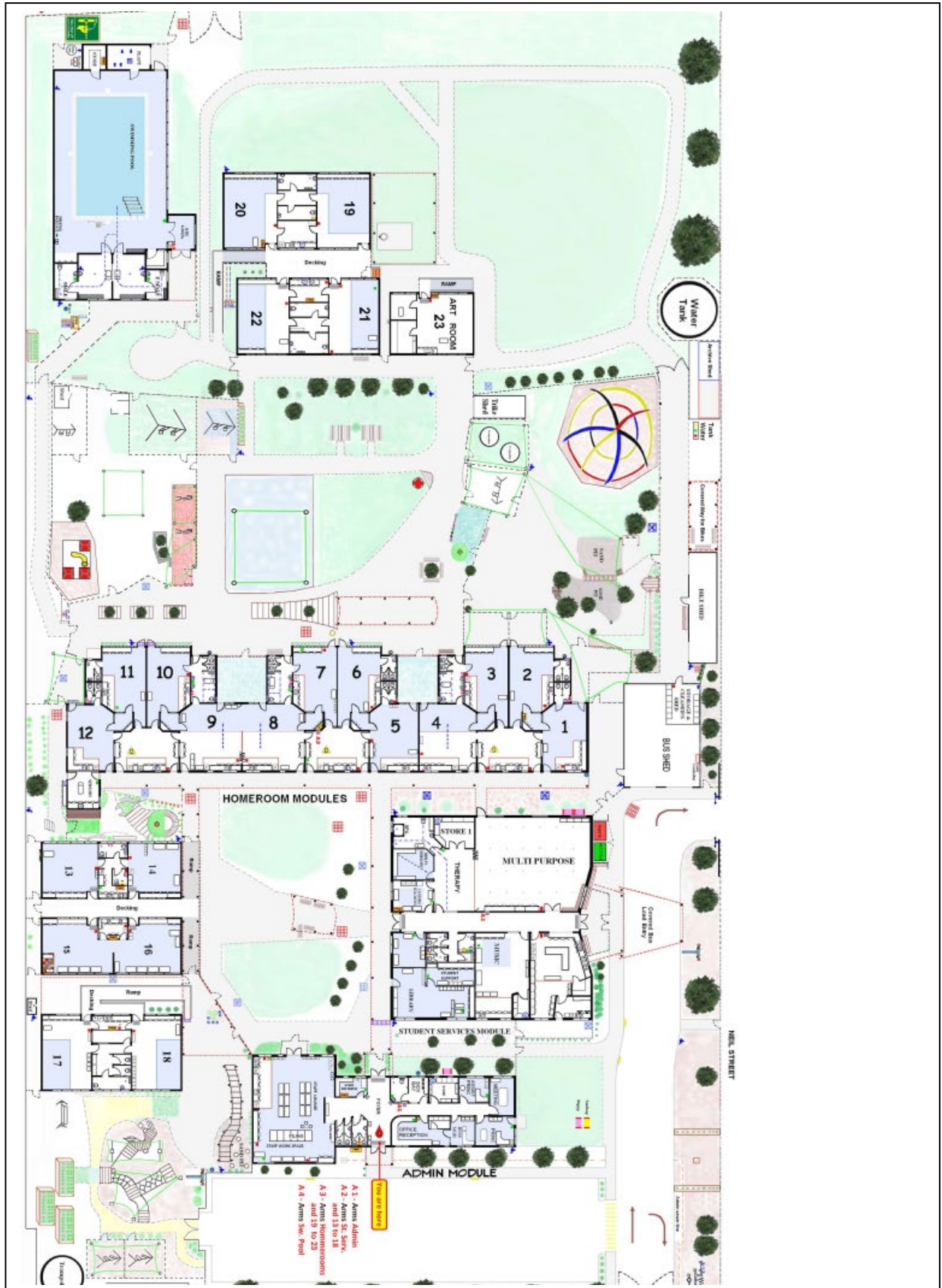
A First aid and Asthma kit will be available close to each play zone in a classroom clearly marked. This includes the Junior yard, Senior yard and Student Engagement yard.

School staff must:

- be familiar with the location of the First Aid and Asthma bags Room 6, (between rooms 19 & 20, and between Rooms 13 and 13)
- Be familiar with the yard duty policy

# Yard duty zones

The designated yard duty areas for our school (as of Term 4, 2022)



## 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 [Leading Teacher] for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

Education School Support Staff may care for up to 4 students individually, under the supervision of a teacher.

## 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 and Training [Excursions Policy](#).

## 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.

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

- student attendance will be monitored daily.
- 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.

## Students requiring additional supervision support

Sometimes students will require additional supervision. 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.

## 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;

- on the school website
- on Bendigo SDS shared Google drive  
<https://drive.google.com/drive/folders/1rgMoDcqTXRch5Gz1ezLm1Ruo9FrYcMIV>
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook

- Made Available in hardcopy 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

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	Oct 2023
Approved by	Principal
Next scheduled review date	Oct 2024

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.