



# CROYDON SDS

## YARD DUTY AND SUPERVISION



### Help for non-English speakers

If you need help to understand the information in this policy please contact the school office on 03) 9725 4933 or by email at [croydon.sds@education.vic.gov.au](mailto:croydon.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 Croydon Special Developmental School (Croydon SDS), 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.

#### Before and after school

Croydon SDS' grounds are supervised by school staff from 8.45am until 3.10pm. Outside of these hours, school staff will not be available to supervise students.

Before and after school, school staff will supervise the entrances to the school and supervise students as they transition to and from classrooms. Staff will also be positioned in high traffic areas, including the car park and bus zone.

Parents and carers will be advised through notification on our school website and regular reminders in our newsletter that they should not allow their children to attend Croydon SDS outside of these hours. Families will be encouraged to contact the school office on 9725 4933 for more information about the before and after school care facilities available to our school community through the shared out of hours care based at Eastern Ranges School.

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.

### Bus supervision

Croydon SDS works with bus services contracted by the Department to manage the school bus program. The process is communicated to parents through regular updates and includes:

- allocation of bus routes with specific times for pick-up and drop-off for students
- bus supervisor electronically records attendance as student boards the bus
- staff greet the bus and record student's names as they exit the bus
- students make their way to their learning neighbourhood or are assisted by staff

### Yard duty

All staff at Croydon SDS are expected to assist with yard duty supervision and will be included in the weekly roster.

The section team leader for the school sections (Primary 1, Primary 2, Secondary and Transition) is responsible for preparing and communicating the yard duty roster on a regular basis in consultation with the teachers and education support staff in their section. At Croydon SDS, school staff will be designated a specific yard duty area to supervise. (Primary playground, Secondary/Transition playground)

At Croydon SDS, time is allocated for students to have a 15 minute morning recess and a 30 minute lunch recess.

A teacher will always be on duty and one staff member from each classroom to ensure there is adequate adult supervision and wherever possible, staff on duty are familiar with all students.

Where required, an additional teacher/ or teacher(s) may be allocated to supervise students during recess breaks.

No students are to be in the playground without a staff member from their class unless there is prior arrangement with the section team.

### **Yard duty zones**

The designated yard duty areas for our school will remain for the duration of the policy.

Zone	Area
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Zone 1	Primary Playground – the sensory garden will not be accessible during stage 1 of the building development.
Zone 2	Room 1 and 2 outdoor space not accessible during stage 1 of the building development.
Zone 3	Secondary/Transition Playground
Zone 4	Bush Block- not accessible during stage 1 of the building development.



### Yard duty equipment

School staff must:

- Be familiar with the yard duty and supervision policy.
- Carry the yard duty first aid bag at all times during supervision. The bag will be stored in each classroom.
- Be familiar with individual students' needs as outlined in students' Learner Profiles and Behaviour Support Plans located on Compass and students' classroom black folders.

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

### Yard duty responsibilities

During yard duty, supervising school staff must:

- methodically move around the designated zone/s

- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- teach expected behaviours and reinforce examples of students displaying expected behaviours.
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate in classroom First Aid Book, Compass incident reporting, hazards, near misses or staff injuries on Edusafe Plus.
- If staff need to leave the yard or swap with another staff member for any reason, staff should ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first part of the recess break.
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the section team 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 section team leader but should not leave the designated area until the relieving staff member has arrived in the designated area.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member. Staff should monitor students for safety and wellbeing and ensure that students have access to Augmentative and Alternative Communication (AAC) supports as required.
- Staff to provide students access to the playground chatbooks

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 [role i.e. Assistant Principal] 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 [role i.e. Assistant Principal] but should not leave the designated area until the relieving staff member has arrived in the designated area.

### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. At Croydon SDS, Education Support Staff assist with the supervision of students in all classrooms, kitchens and bathrooms. This includes adequate supervision of students when they are transitioning to different environments within the school.

No student should be in a room without an adult present or within close line of sight. A thorough risk assessment for recess, mealtimes and bathrooms will be conducted annually for each class.

If a staff member needs to leave the classroom unattended at any time during a lesson, they should first contact staff in the next classroom, team leader or front office for assistance. The staff member should then wait until a replacement staff member has arrived at the classroom before leaving.

Duty of Care for Educational Support staff (ES) is directed by the teacher. ES who are aides in the classroom supporting students cannot be left to supervise a class without a teacher present. The teacher may ask the ES staff member to get assistance as required.

### School activities, camps and excursions

The Principal and School Improvement Team (SIT) 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. Risk assessments and SALs will be completed and presented to the SIT prior to any of the forementioned activities.

### Digital devices and virtual classroom

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

Croydon SDS 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 classroom.

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

- student attendance will be monitored
- 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, such as students displaying sensory regulation support needs or behaviours of concern. 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.

### 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:

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

### 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.

## Independent Study

Senior secondary (transition) students will have one study block of three sessions per week. This will be timetabled into students' work programs, where teacher supervision and support will be provided. The supervising teacher will record attendance. Students will not be permitted to leave school grounds during these sessions.

## Other areas requiring supervision

School based Swimming Pool: Students will be supervised in accordance with DE school owned swimming pool guidelines. A swimming risk assessment will be completed and reviewed annually. Classroom teachers and AUSTSWIM trained staff will ensure that staffing ratios enable close supervision at arms' reach in the pool for students with specific medical and support needs for example students with epilepsy and/or students with a physical disability.

## 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
- accessible to staff on Compass or the shared drive
- included as a reference in our school newsletter
- made available in hard copy from school administration upon request
- presented to school council in line with the 'Communication of School Policies and Procedures Schedule'.

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

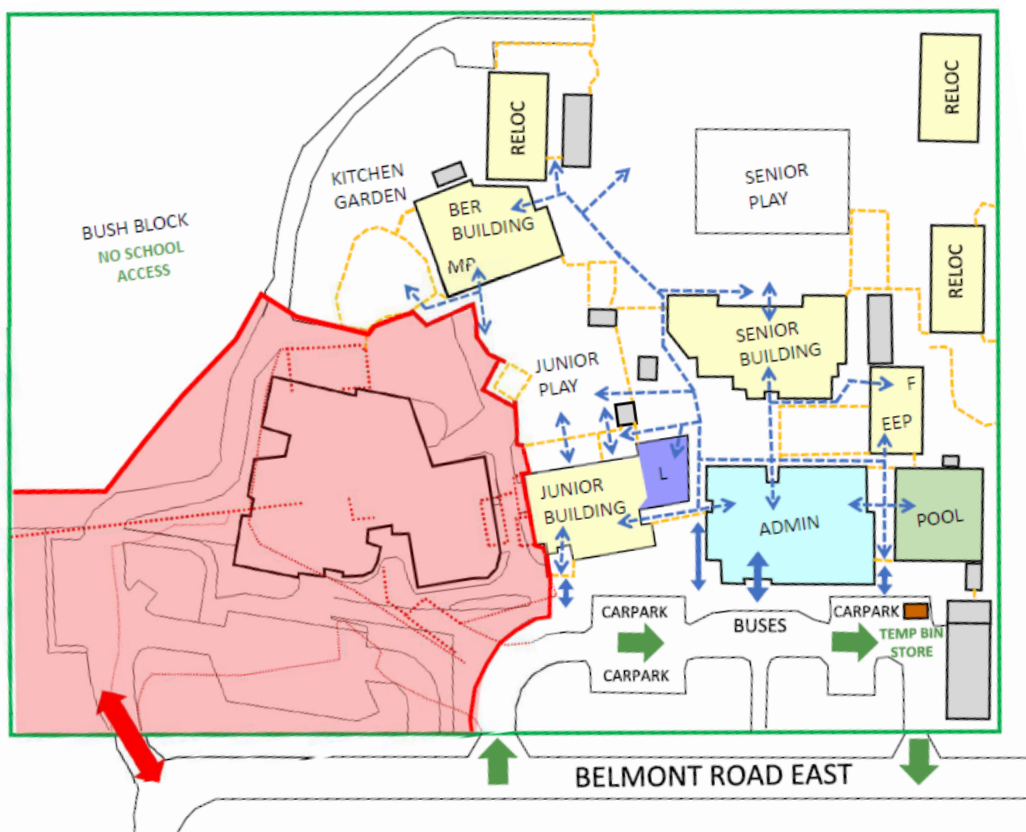
- The Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cybersafety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)
  - [Work Experience](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Consultation	presented to school council on 13 May, 2024
Approved by	Principal
Next scheduled review date	May 2025

This policy will also be updated if significant changes are made to school grounds that require a revision of Croydon SDS' yard duty and supervision arrangements.

During stage 1 of the building development the red areas in the map below will not be accessible to students and school staff. Thus, the yard duty procedures that exist in the junior play area will remain the same but will occur in a reduced area.



Stage 1 of the building development will commence in term 2, 2023 and is scheduled for completion by term 2, 2025