

Sunshine College

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact 8311-5200

PURPOSE

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

SCOPE

This policy applies to all teaching and non-teaching staff at Sunshine College, 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

Sunshine College's grounds are supervised by school staff from 8:30am until 3:15pm. Outside of these hours, school staff will not be available to supervise students.

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

- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Students who wish to attend school outside of these hours will be expected to report directly to the teacher in charge of the extra-curricular activities.

Yard duty

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

The Principal or Daily Organiser/Assistant Principal] is responsible for preparing and communicating the yard duty roster on a regular basis. At Sunshine College, school staff will be designated a specific yard duty area to supervise.

Yard duty zones

The designated yard duty areas for the **West Campus** as of June 2022 include:

Area
Area 1 Main Entrance and Front of School- Refer to Map Before and After School ONLY RESPONSIBILITIES • Supervision of main entrance area. Supervision of bus arriving and departing. • Supervision of students crossing the road near the Primary School and monitoring behaviour.
Area 2 Car Park B, Main Entrance, Administration Building, Front of Senior and Hive Buildings - Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ensure gate to car park B is locked. • Ensure there are no students in car park B. • Check Senior building toilets. • Ball games are strictly not permitted in this area. • Ensure there are no students around the fence line. • Ensure there are no outsiders near the fence/ on school property. (seek assistance if required) If the yard duty has changed due to wet/extreme weather conditions , the teacher on duty must supervise undercover the front of the Senior Building and check toilets.
Area 3 Inside Buzz and Cafeteria Building -Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ensure this area is left clean and orderly. • Ensure students line up at designated window area and conduct themselves appropriately when served. NO Pushing or Que Jumping • Ensure doors leading to Gym foyer are locked.
Area 4 Back of Senior Building and around STEM Building – Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ensure external doors to the STEM Building are locked- Except for main entrance & toilet entrance. NO STUDENTS ALLOWED in other than using toilet and seeing a staff member. • Ensure there are no students near the water tanks. • Ensure there are no students around the driveway and fence line. • Only Four square. Other ball games are strictly not permitted in this area. No Rugby/Afl/Soccer. • Ensure there are no outsiders near the fence/ on school property. (seek assistance if required) If the yard duty has changed due to wet/extreme weather conditions , the teacher on duty must open the Senior Building room E4N for supervision.

Area 5 Canteen, Front of Junior and Gym Buildings – Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ensure students line up at designated window area and conduct themselves appropriately when served. NO Pushing or Que Jumping • Ball games are strictly not permitted in this area. • Check Junior building toilets
Area 6 Basketball/Volleyball Courts- Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ball games are permitted in open spaces not near the buildings or car park. NO rugby. • Ensure there are no outsiders near the fence/ on school property (seek assistance if required)
Area 7 Back of Junior Building, Portables - Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ensure external doors to the back of the Junior Building are locked. • Ensure there are no students in the portables, check doors are locked. • Ensure there are no students behind portables- Out of Bounds Area • Ball games are not permitted near the buildings.
Area 8 Oval– Refer to Map RESPONSIBILITIES • Ensure student behaviour is appropriate. • Ball games are permitted in open spaces not near the buildings or car park. NO rugby. • Ensure there are no outsiders near the fence/ on school property (seek assistance if required) If the yard duty has changed due to wet/extreme weather conditions , the teacher on duty must open rooms in the Junior building room C1 for supervision.
Area 9: Back of E-Building, Portable 9 & Portable Toilets– Refer to Map RESPONSIBILITIES • Unlock portable toilets at the start of recess and lunch. Lock them again at the end of each break. • Continuously circulate the entire yard duty area. Regularly check the portable toilets and ensure no students are behind the portables. • Ensure external STEM Building doors are locked - except for toilet entrance. • Only four square, no other ball games permitted in this area. • When the bell sounds supervise the locker bay between E-Building & the HIVE.



Yard duty equipment

School staff must:

- wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored at the front office.
- carry the yard duty walkie talkie at all times during supervision. The yard duty walkie talkies will be stored at the front office at West and in the Staffroom at North.
- Be familiar with the yard duty information pack containing student health and safety information stored [insert location if your school keeps a pack/folder of any information relating to student health and safety such as frequent absconders, parents who pose a serious risk to safety etc, or delete this point if you don't have this kind of pack/folder]

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 school staff must:

- Arrive at your duty area on time.
- 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
- 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 and Well-being policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass.

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 an 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 an Assistant 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 message an Assistant 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.

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 a Student Engagement Coordinator, Student Engagement Leader, Assistant Principal or as a last resort a neighbouring teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

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

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

Sunshine College will also ensure appropriate supervision of students participating in remote and flexible learning environments or virtual learning classes while on school site. In these cases, students will be supervised either by their assigned classroom teacher or in the library.

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, 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.

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](#)

Independent Study

Students will not be permitted to leave school grounds during these sessions.

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.

Students moving between classes

All staff have a duty of care to the students of Sunshine College and will act as a team to actively maintain an orderly environment which protects the safety and well-being of all whether they are directly responsible for the students at that time or not.

COMMUNICATION

This policy will be communicated to our school community on the school's web-site. This policy will be Included in staff induction processes

- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Made available in hardcopy from the front offices upon request.

Information for parents and students on supervision before and after school is available on our school website.

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 Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

POLICY REVIEW AND APPROVAL

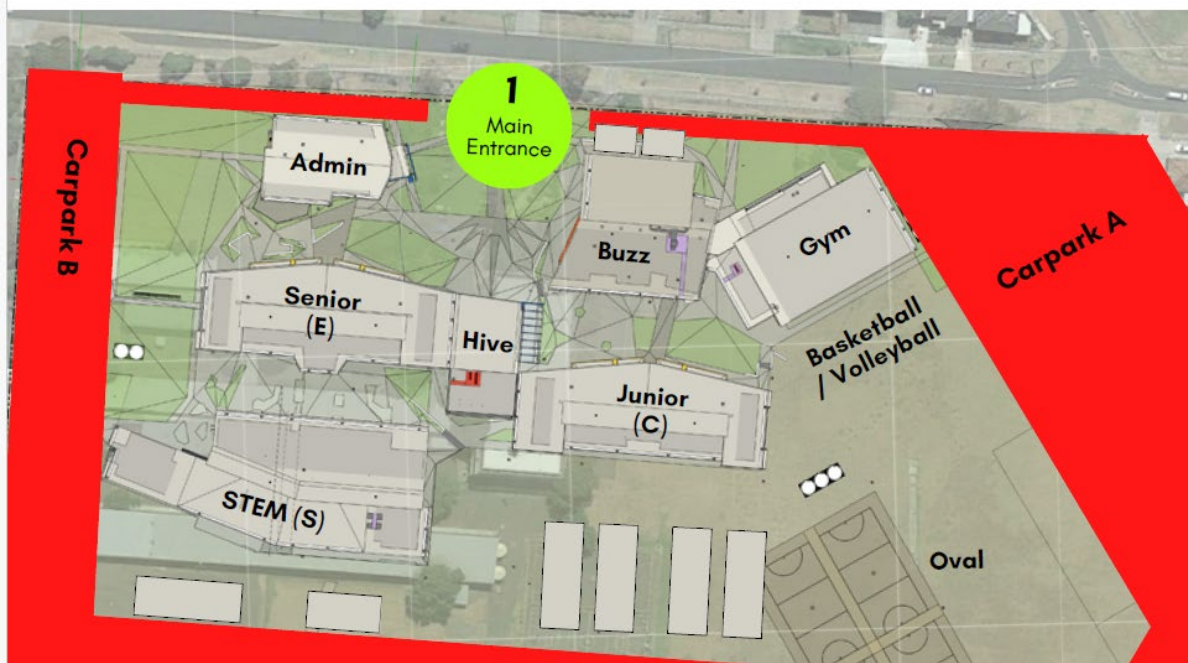
Policy last reviewed	August 2025
Approved by	Principal
Next scheduled review date	August 2027

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

West Yard duty Lanyards in appendix below.

1

Yard Duty Area 1: Main Entrance Before and after school



1

Yard Duty Area 1

Duties:

- Supervision of main entrance area.
- Greet students on arrival and departure.
- Check student uniforms and refer any students out of uniform to their coordinator.
- Remind students to place their phones in their lockers upon entering the school.

**In an emergency
call 8311 5200**

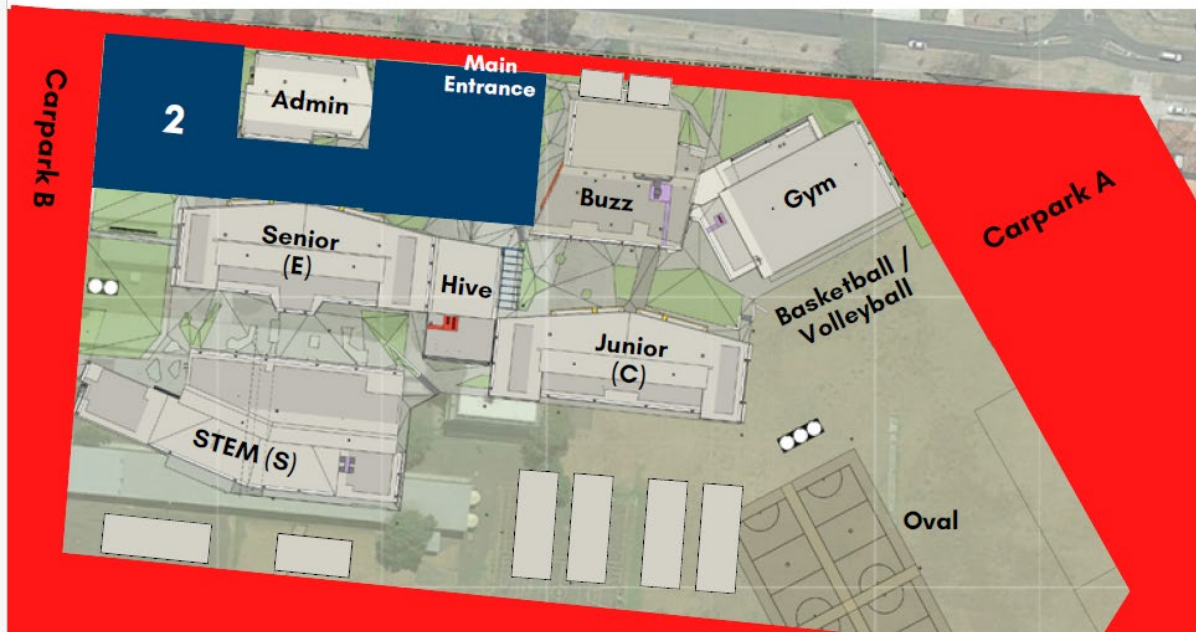
Yard Duty times

Before school: 8.30am – 9.00am

After school: 3.00pm – 3.15pm

2

Yard Duty Area 2: All 3 sides of Administration and the front of Buildings E and Hive



2

Yard Duty Area 2: All 3 sides of Administration and the front of Buildings E and Hive

Duties:

- Circulate throughout the entire yard duty area, ensuring regular active supervision of the E-building toilets.
- Ensure no students are in the staff car park.
- Only four square and table tennis, no other ball games permitted.
- In the event of extreme weather conditions, yard duty supervision moves to the HIVE.

**In an emergency
call 8311 5200**

Yard Duty times

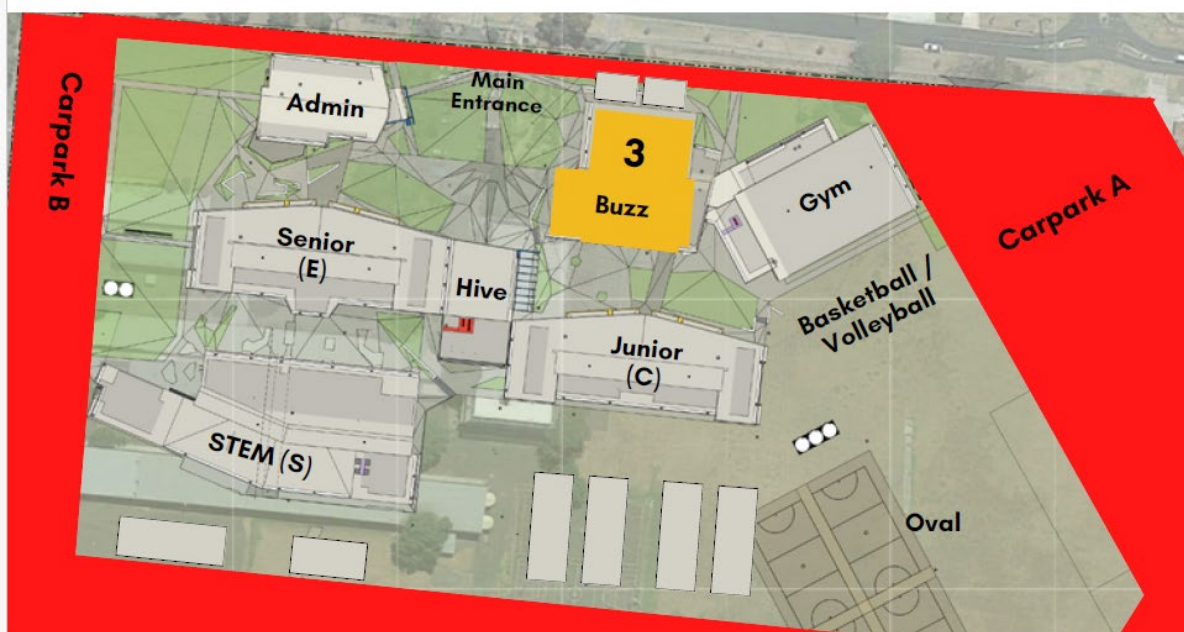
Recess: 10.36am – 11.00am

Lunch 1st half: 12.36pm – 1.00pm

Lunch 2nd half: 1.00pm – 1.24pm

3

Yard Duty Area 3: Inside the Buzz Building



3

Yard Duty Area 3: Inside the Buzz Building

Duties:

- Maintain a clean and orderly environment at all times.
- Green chairs must remain at the centre table only.
- When using the canteen ensure students line up at the designated window area, no pushing or queue-jumping.
- Students are not permitted to use phones to pay at the canteen.
- Ensure doors leading to the Gym foyer remain locked. There should be no passage between the Gym and the Cafeteria at recess & lunchtimes.
- Do not allow students to congregate in front of the toilets, the food tech' rooms or the theatre entrance.

**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am

Lunch 1st half: 12.36pm – 1.00pm

Lunch 2nd half: 1.00pm – 1.24pm

4

Yard Duty Area 4: Back of E-Building and all around the STEM Building



4 Yard Duty Area 4: Back of E-Building and all around the STEM Building

Duties:

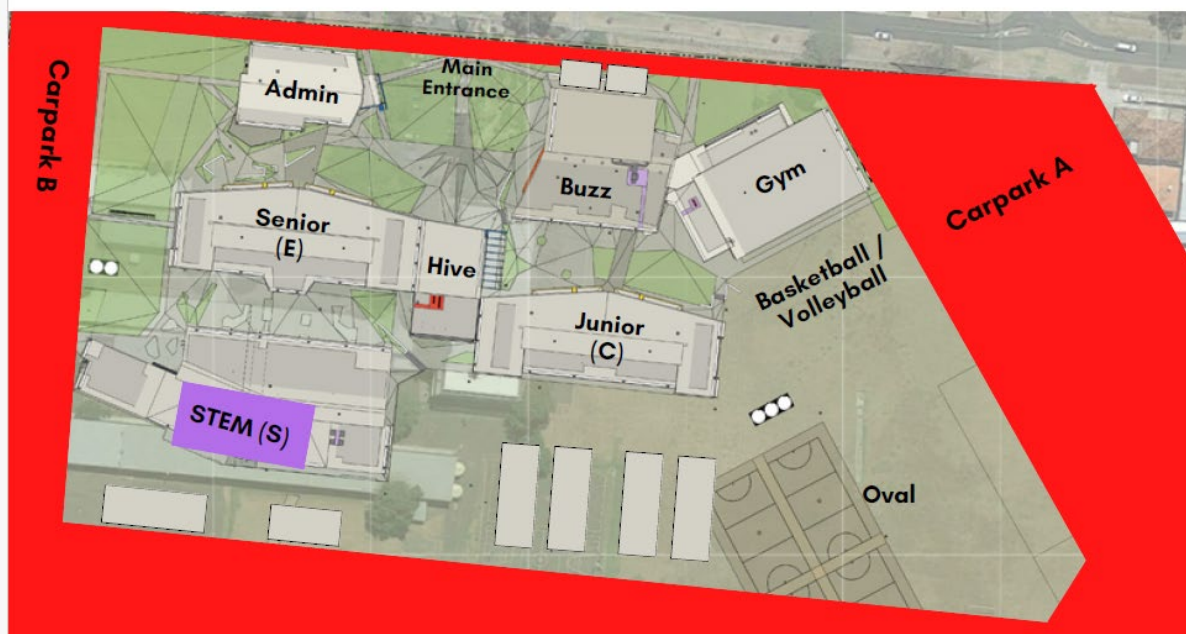
- Continuously circulate throughout the entire yard duty area.
- Ensure external STEM Building doors are locked - except for toilet entrance.
- NO STUDENTS ALLOWED inside other than those using the toilet or meeting with a staff member.
- Only four square, no other ball games permitted in this area.
- In the event of extreme weather conditions, yard duty supervision moves to E4.
- When the bell sounds supervise the locker bay between C & E-Building.

**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am - 11.00am
Lunch 1st half: 12.36pm - 1.00pm
Lunch 2nd half: 1.00pm - 1.24pm

STEM TOILETS



STEM TOILETS

Duties:

- Ensure all external STEM Building doors are locked – except for toilet entrance.
- NO STUDENTS ALLOWED inside other than those using the toilet or meeting with a staff member.
- Allow only one student at a time to enter the toilet cubicle.
- When the bell sounds moves students to class, they should not be accessing the toilet during the music.

**In an emergency
call 8311 5200**

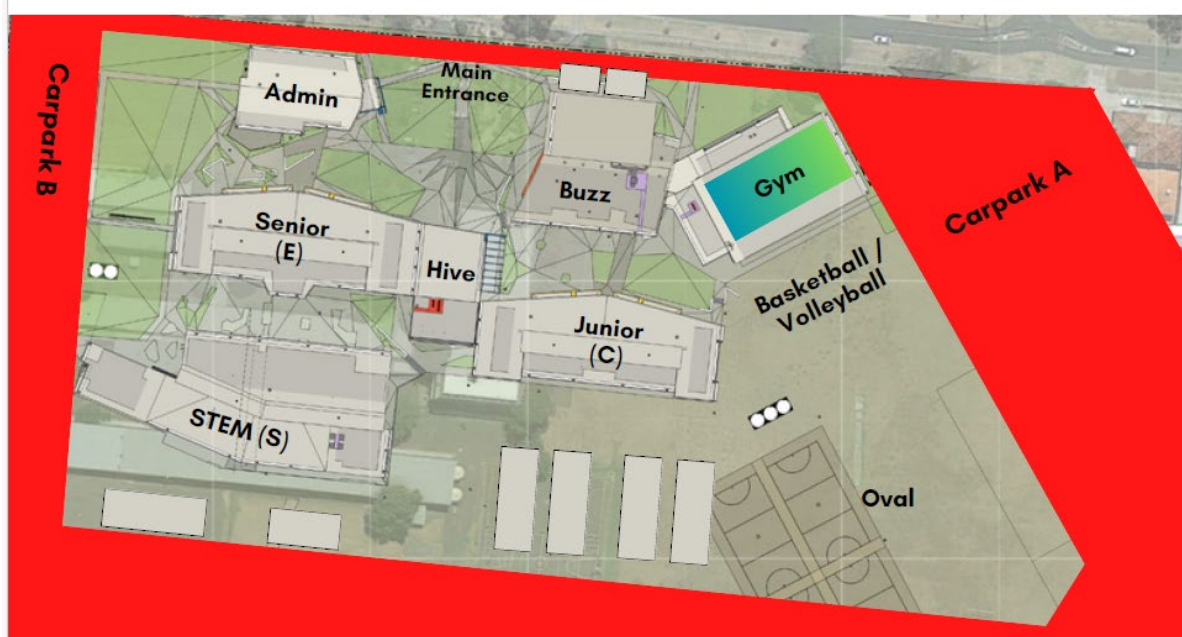
Yard Duty times

Recess: 10.36am – 11.00am

Lunch 1st half: 12.36pm – 1.00pm

Lunch 2nd half: 1.00pm – 1.24pm

GYM TOILETS



GYM TOILETS

Duties:

- Ensure doors leading to the Gym foyer remain locked. There should be no passage between the Gym and the Cafeteria at recess & lunchtimes.
- NO STUDENTS ALLOWED inside other than those using the toilet or meeting with a staff member.
- Allow only one student at a time to enter the toilet cubicle.
- When the bell sounds moves students to class, they should not be accessing the toilet during the music.

**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm

5 Yard Duty Area 5: Outdoor canteen line, area in front of C-building and the student entrance to the Gym

Duties:

- Ensure students line up in 2 single lines at the canteen windows. No pushing or queue jumping.
- Students may not wait in the canteen line for a friend, they must move away from the queue.
- No running or ball games in this area.
- Once the canteen line subsides circulate throughout the area ensuring regular active supervision of the C-building toilets.
- When the bell sounds supervise the locker bay between C-Building & the HIVE.

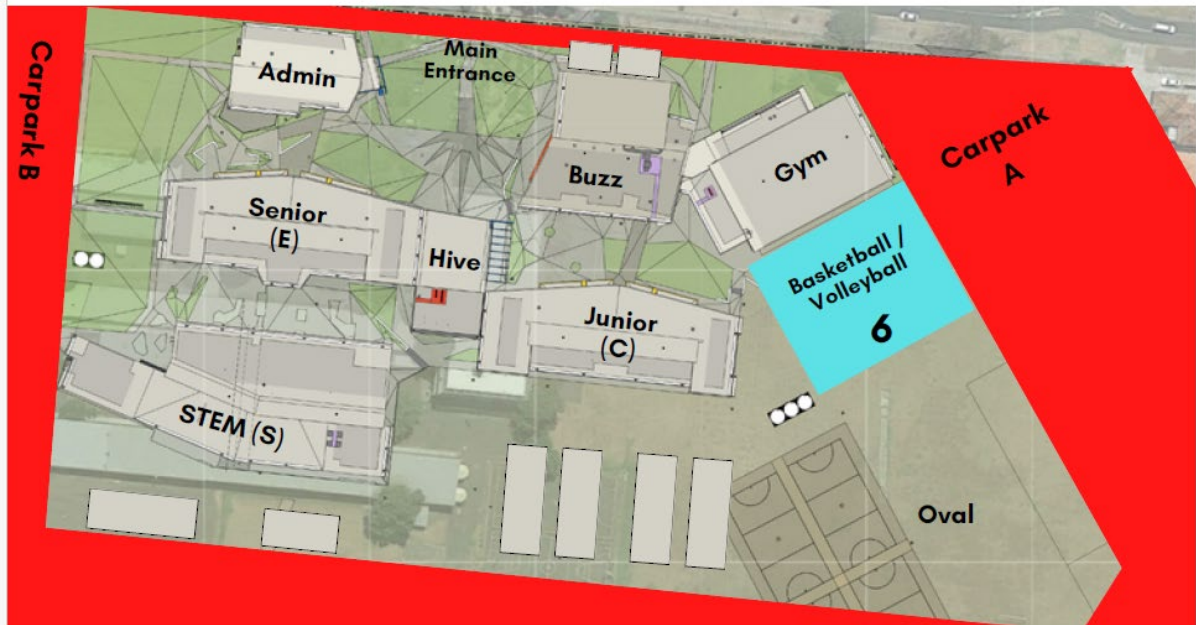
**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm

6

Yard Duty Area 6: Basketball & Volleyball Courts



6

Yard Duty Area 6: Basketball/Volleyball Courts

Duties:

- Continuously circulate throughout the entire yard duty area, ensuring regular active supervision of all the courts.
- Permitted ball games include; volleyball, basketball & netball.
- No ball games near the buildings or staff car park.
- Ensure there are no students in the staff car park.
- When the bell sounds supervise the locker bay between C-Building & the oval.
- In the event of extreme weather, yard duty supervision for this area moves to C1.

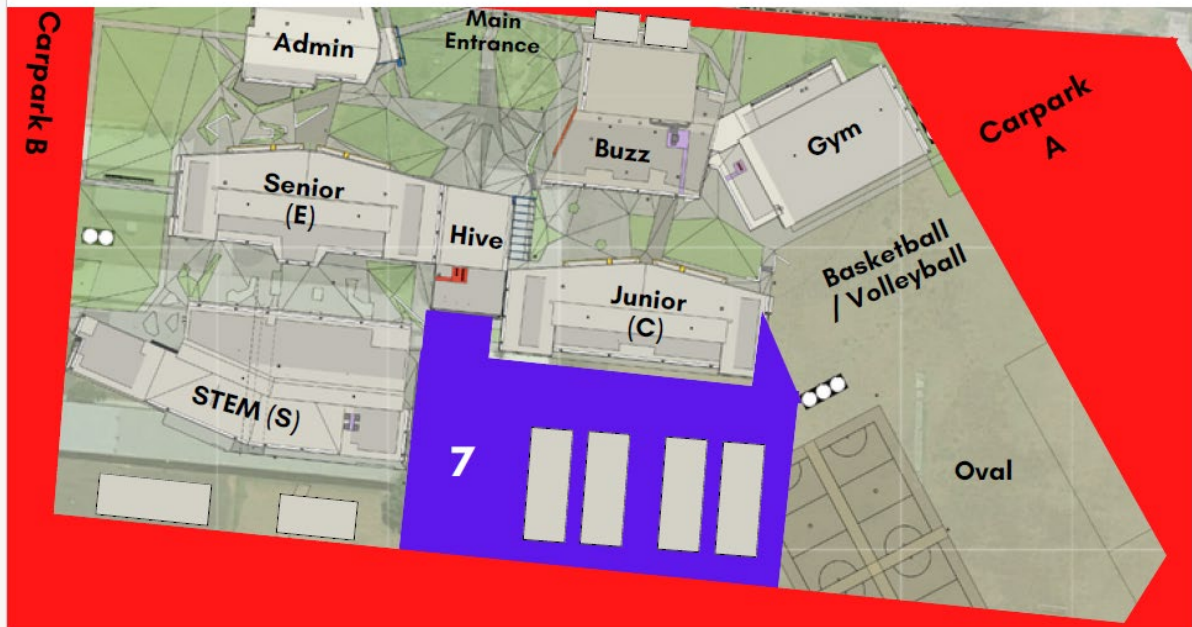
**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm

7

Yard Duty Area 7: Back of C-Building & Portables 1-8



7

Yard Duty Area 7: Back of C-Building & Portables 1-8

Duties:

- Actively move through all areas.
- Supervise students seated between portable 1 & 2 and the STEM building.
- Ensure the portables are locked and no students are seated in the doorway.
- Ensure there are no students behind portables.
- No ball games near the buildings.
- In the event of extreme weather conditions, yard duty supervision moves to E4.

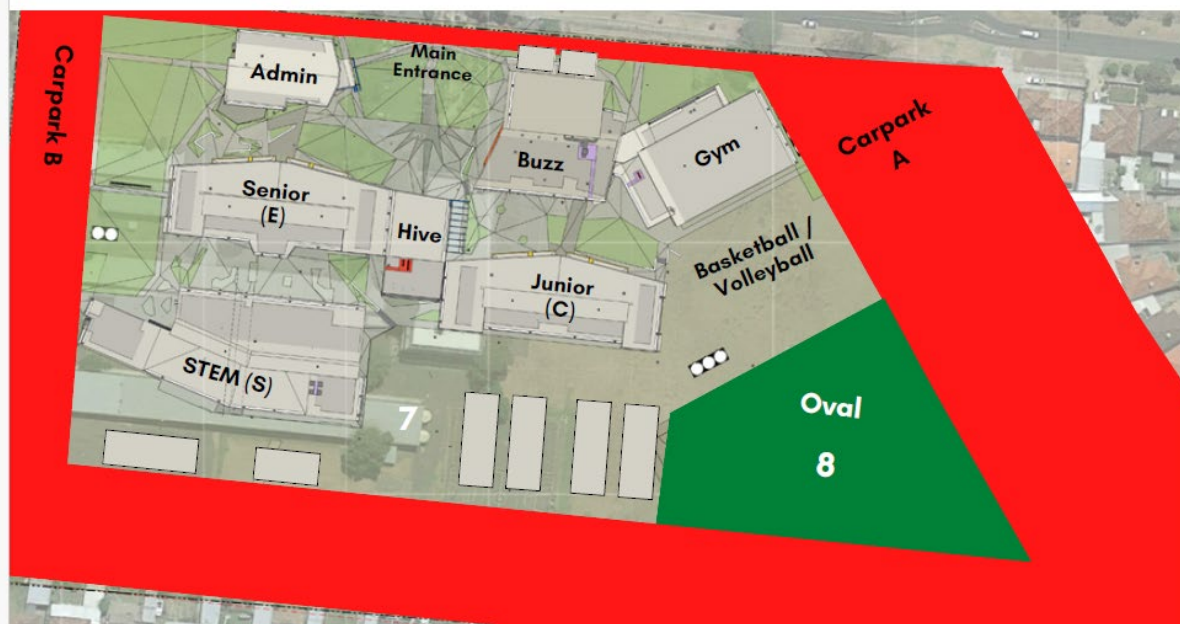
**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm

8

Yard Duty Area 8: Oval



8

Yard Duty Area 8: Oval

Duties:

- Ball games are permitted only in open spaces, not near buildings or the car park.
- Students must stay at least 30 metres from the side boundary fence and 30 metres from the rear boundary fence.
- Only non-contact sports are permitted on the oval.
- In the event of extreme weather, yard duty supervision for this area moves to C1.
- At the first bell, staff actively direct students to leave the oval promptly.

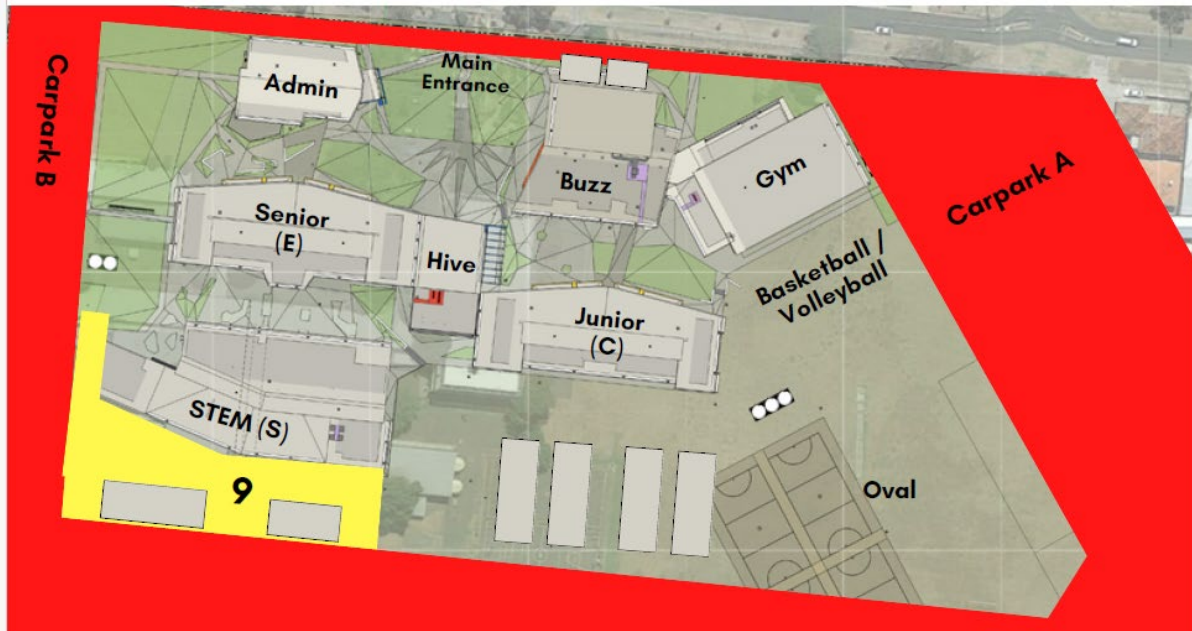
**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm

9

Yard Duty Area 9: Back of E-Building, Portable 9 & Portable Toilets



Yard Duty Area 9: Back of E-Building, Portable 9 & Portable Toilets

Duties:

- Unlock portable toilets at the start of recess and lunch. Lock them again at the end of each break.
- Continuously circulate the entire yard duty area. Regularly check the portable toilets and ensure no students are behind the portables.
- Ensure external STEM Building doors are locked – except for toilet entrance.
- Only four square, no other ball games permitted in this area.
- When the bell sounds supervise the locker bay between E-Building & the HIVE.

9

**In an emergency
call 8311 5200**

Yard Duty times

Recess: 10.36am – 11.00am
Lunch 1st half: 12.36pm – 1.00pm
Lunch 2nd half: 1.00pm – 1.24pm