

Active Supervision Policy



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Sunshine Special Developmental School on 03 9311 4804 or sunshine.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 Sunshine 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

Sunshine Special Developmental School's grounds are supervised by school staff from 8:50am until 3:10pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers will be advised through regular reminders in our newsletter that they should not allow their children to attend Sunshine Special Developmental School outside of these hours.

Parents/Guardians are required to enter the school grounds to physically drop off and collect their child.

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.

Students who arrive at school after 9:10am must be brought to the office by parents/guardians. Classroom staff will be contacted to come to the office to collect the student. Parents/guardians must remain with their child until a classroom staff member has collected them.

No parents/guardians are permitted to take students directly from the classroom. Parents/guardians who arrive to pick up their child for early dismissal, must report to the office. Classroom staff will be contacted to come to the office with the student. The administration team will mark the students as having departed school early.

Students can only be collected by a parent/guardian or nominee.

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.

If a student departs from the school (following initial attendance) without authorisation, staff will follow the Department’s [Students Absconding or Going Missing from School](#) policy.

Active Supervision (Yard duty)

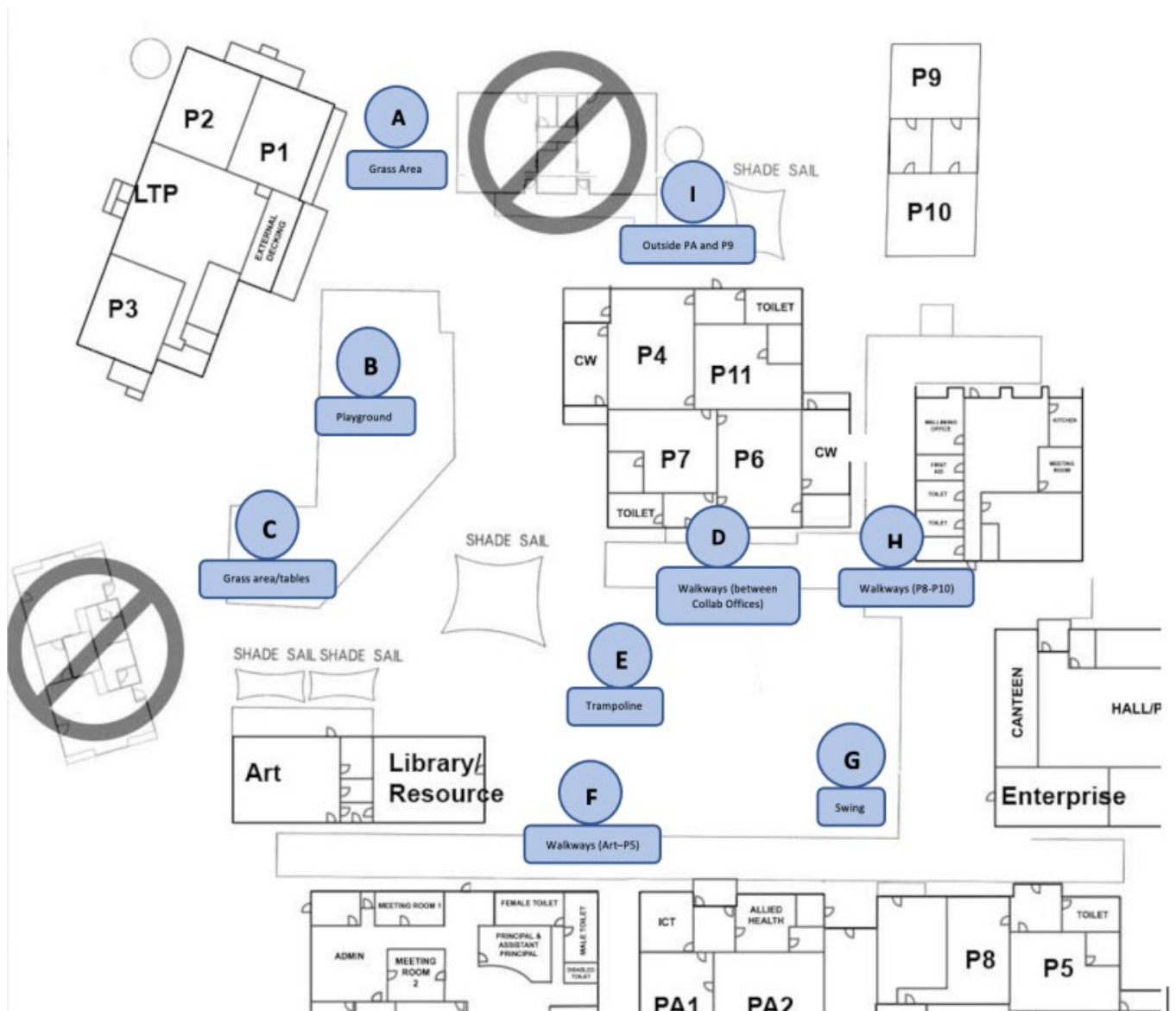
All staff at Sunshine Special Developmental School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Principal and the leadership teams is responsible for preparing and communicating the yard duty roster on a regular basis. At Sunshine Special Developmental School, school staff will be designated a specific yard duty area to supervise.

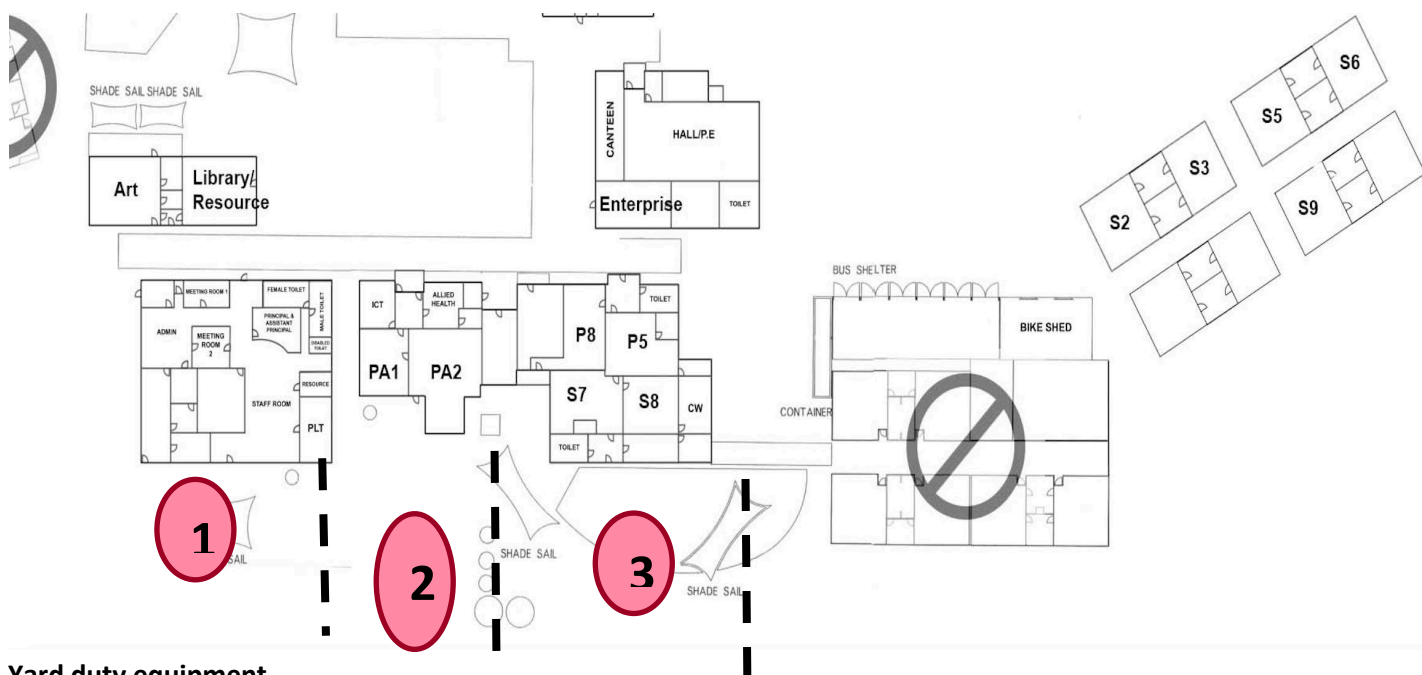
Yard duty zones

The designated yard duty areas for our school are outlined in the maps below.

Primary active supervision zones



Secondary active supervision zones



Yard duty equipment

School staff must wear the safety/hi-vis vest provided to them by the school whilst on yard duty.

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:

- arrive promptly at their active supervision location on time, and must ensure that all students have left the yard before completing their duty
- methodically move around the designated zone ensuring active supervision of all students, engage with the students and refrain from having unnecessary conversations with other staff members
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), 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 shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the 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 Assistant Principal 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 send a message to the office/staffroom 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.

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 the Learning Leader or Assistant Principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to 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 Special Developmental School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

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.

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:

- Publicly available on our website
- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- Included in our staff handbook
- Included as a reference in our school newsletter each term
- Made available in hard copy from school administration upon request

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](#)
- [Students Absconding or Going Missing from School](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	06 April 2023
Approved by	Principal
Next scheduled review date	Before term 4, 2024

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