

YARD DUTY AND SUPERVISION POLICY



Help for non-English speakers

If you need help to understand this policy, please contact Campus Principal at blackwood.specialschools.oec@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 Blackwood, 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

Blackwood's grounds are supervised by both Blackwood staff and visiting staff between 9am and 9pm. (See supervision schedule below) Outside of these hours, the visiting staff are responsible for the supervision of students. Visiting staff are provided with a 24hr after hours contact person and phone number.

Yard Duty Supervision

All staff at Blackwood are expected to assist with student supervision outside of lesson time and will be included in the supervision schedule.

BLACKWOOD SPECIAL SCHOOLS OUTDOOR EDUCATION CENTRE

1015 Greendale - Trentham Road,
Blackwood, Victoria 3458, Australia

*Campus of Frankston Special Development School
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Post: Post Office, Blackwood, Victoria 3458, Australia

Phone: 03 5368 6768

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Website: blackwoodssoec.vic.edu.au



The timetable coordinator, in consultation with the Campus Principal, is responsible for preparing and communicating the supervision schedule for each program.

Yard Duty Supervision Areas

The designated supervision areas for our school are the 3 accommodation sites (School, Residence, Tent Shelter) and the Student Learning Hub. Visiting staff are responsible for the supervision of the 3 accommodation site areas while with the support of a Blackwood Staff member they are also responsible the supervision of the Student Learning Hub during times of student use.

Accommodation site	Area
School	Playground, basketball area, BBQ area
Residence	Playground, front and side grass areas
Tent Shelter	Shelter, BBQ area, tent area
Student Learning Hub	3 classrooms, amphitheatre, grass play area.

Yard Duty Supervision Roster

The following is a sample of a day's roster at one area of the school.

Student Learning Hub			
Visiting Staff on duty			Blackwood Staff on Duty
Sunrise Journey 7am – 9am	John	Mary	Tony
Morning Journey 9am – 1pm	Sue	Paul	Dave

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Afternoon Journey 1pm – 5pm	John	Mary	Lucas
Evening Journey 5pm – 9pm	Sue	Paul	Will
Overnight 9pm – 7am	Sue John	Mary Paul	

Supervision equipment

School staff must:

- Have access to a first aid bag at all times during supervision.
- Be familiar with the student health and safety information
- Carry a phone and/or radio

Supervision responsibilities

Staff who are rostered for yard duty supervision 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 area 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
- 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

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- 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), 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 must contact the Campus Principal or Teacher in Charge 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 Campus Principal or Teacher in Charge 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 contact the Campus Principal or Teacher in Charge 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 if they require assistance during down time at while at Blackwood Special Schools Outdoor Education Centre.

Classroom

The Blackwood staff and Visiting Staff teachers is responsible for the supervision of all students in their care during lessons.

If a teacher needs to leave the lesson/classroom unattended at any time during a lesson, they should first contact another Blackwood Staff member 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 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

Blackwood follows the Department's Cybersafety and Responsible Use of Technologies Policy with

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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 Campus Principal or the teacher in charge 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:

- Included in staff induction processes
- Included in the Visiting Staff briefing
- Discussed at staff briefings or meetings, as required
- Made available in hard copy from school administration upon request

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](#)

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POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal
Next scheduled review date	June 2030

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