

YARD DUTY AND SUPERVISION POLICY



Parents and Students

PURPOSE

Tooradin Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

Staff participate in Tooradin Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

School staff are rostered on for yard duty before school, during recess, lunch, after school and for bus duty. School grounds are supervised before school at 8:30 am. After school, staff supervise until 3:45 pm. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Tooradin Primary School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Camps and Excursions Policy
- First Aid Policy
- Personal Property Policy

School staff, parents and students are encouraged to speak to our principal if you have any concerns about potential risks at our school, or our duty of care obligations.

POLICY

Before and after school

Tooradin Primary School's grounds are supervised by school staff from 8:30 am until 3:30 pm. Outside of these hours, school staff will not be available to supervise students, except for bus travellers who are waiting for their buses.

Parents and carers should not allow their children to attend Tooradin Primary School outside of these hours. Families are encouraged to contact the school on 59983321 or refer to <https://www.tooradin.vic.edu.au/osch-and-vacation-care.html> 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 in reasonable time 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
- 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 Grounds

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

Extreme Heat/Wet Weather

During some times of the year it is unsuitable for students to be outside due to the weather conditions. At these times, students will be monitored by a pair of classroom teachers/specialists for half of recess/lunchtime each. Joined classrooms will be a pair, single classrooms will be attached to a specialist or member of the Leadership team to give time release for lunch and toilet breaks etc.

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 activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

RESOURCES AND REFERENCES

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REVIEW CYCLE

This policy was last updated on December 2019 and is scheduled for review in December 2020

Signed:



 Principal

Signed:



 School Council President