



Yard Duty and Supervision Policy

- Parents & Students

Purpose

To ensure our school community knows and understands our responsibilities and duty of care in relation to Yard Duty and supervision of students.

Scope

Spensley Street 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.

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

Policy

Before and after school

Spensley Street Primary School grounds are supervised by school staff from 8.45am until 9am and from 3.30pm until 3.45pm. Outside of these hours, school staff will not be available to supervise students. In the morning, once students have arrived at school, they are encouraged to move to their Areas.

Parents and carers should not allow their children to attend Spensley Street Primary School outside of these hours. If families require supervision for their children outside of these hours, they are encouraged to utilise 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 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)

Recess breaks

All staff participate in Spensley Street Primary School yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

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

- camps and excursions
- First Aid
- grounds management and tree maintenance
- student private property.

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

Further Information & Resources

The Department's Policy Advisory Library:

- [Yard Duty and Supervision Policy](#)
- [Duty of Care Policy](#)

Policy Renew and Approval

<i>Policy last reviewed</i>	<i>December 2022</i>
<i>Approved by</i>	<i>Principal</i>
<i>Next scheduled review date</i>	<i>December 2023</i>