



YARD DUTY AND SUPERVISION POLICY PARENTS AND STUDENTS

KEELONITH 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 KEELONITH 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.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school from 8:45am to 9.00am, and after school from 3.30pm to 3.45pm. 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).

KEELONITH 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
- First Aid
- grounds management and tree maintenance
- student private property
- Volunteers Policy
- Health Care Needs Policy
- Duty of Care Policy
- Bullying Policy
- Child Safe Policy
- Student Engagement and Wellbeing Policy
- Asthma Policy
- Anaphylaxis Policy

Staff are aware of students with particular needs who may have certain supervision arrangements reflected in their Individual Learning Plan. If parents wish to discuss individual arrangements this should be discussed as part of the student support group's discussions.

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

REVIEW CYCLE

Department guidelines recommend that this policy is updated annually.

This policy was last updated in July 2020 and is scheduled for review in February 2024.

This policy will also be updated if significant changes are made to the school grounds or in extenuating circumstances.