


# Woodend Primary School

(Woodend Campus & Karlsruhe Annex)

## Yard Duty and Supervision Policy

### (students and parents)



Woodend 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.

All staff at Woodend Primary School are expected to do yard duty as per the roster, follow 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 at 8:45 a.m.

After school, staff supervise the grounds until 3.45 p.m. Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extra-curricular activity).

If students cannot find their parent/carer at the end of day, they are advised to present at the office so parents can be contacted.

At 3.45 p.m. each day the office or a supervising staff member will put an announcement over the public address system to advise any student that is in the yard and who has not been collected to go to the office.

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).

Woodend 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, Mrs. Diana Ellis to raise concerns about potential risks at our school, or our duty of care obligations.

#### Review cycle

This policy was reviewed and endorsed at School Council in February 2021.

This policy will be reviewed and updated in February 2023.