



CAULFIELD PRIMARY
コーフィールド小学校

CAULFIELD PRIMARY SCHOOL
YARD DUTY AND SUPERVISION POLICY
(PARENTS AND STUDENTS)
POLICY NO. 4.42

Rationale

Caulfield 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.

Aim

Most staff participate in Caulfield 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 and after school. School grounds are supervised before school from 8:45am until 9.00am. After school, staff supervise the schoolyard from 3.30pm until 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) or unless students are under the supervision of a parent or carer.

Parents/carers are requested to ensure that students do not arrive before 8.45am or stay after 3.45pm school unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

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
- 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.

Caulfield 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.

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

Review Period

This policy was approved by School Council on 11 June 2019, and is scheduled for review in June 2022

Date of approval: 2019	Date of review: 2022
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