



# MOSSFIEL PRIMARY SCHOOL

## YARD DUTY AND SUPERVISION- PARENTS AND STUDENTS POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the Mossfiel Primary School office in person or on 9749 1227.

## PURPOSE

To ensure the Mossfiel Community understands the yard duty supervision process.

## POLICY

Mossfiel Primary School holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess, lunchtime and before/after school 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 participate in Mossfiel 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 8:35am. After school, classroom teachers supervise for 5 minutes outside their classroom and staff members supervise outside each building block and the Strang street gate. Another staff member supervises the school grounds until 3:20pm, encouraging students yet to be picked up to go sit on the green seat near the sick bay. If any student fails to be picked up by 3:20pm a member escorts the students to the office area and attempts to make contact with the parents/carers.

Students on school grounds outside these times will **not** be supervised (unless they attend a before or after school care program or a 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).

Mossfiel Primary School has 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

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

## REVIEW CYCLE

School/VRQA/Department	Approval Process	Last Updated	Review Cycle	Scheduled for Review
VRQA	Not Required	July 2021	1 year	Nov 2023

**THINK Excellence THINK Respect THINK Resilience THINK Community**