

YARD DUTY AND SUPERVISION POLICY

PARENTS NOTICE

Courtenay Gardens 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 participate in Courtenay Gardens 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. After school, staff supervise until 3:45pm. Students on school grounds outside these times will **not** be supervised unless they are attending 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 a pre-arranged supervised activity (i.e. sports practice).

Courtenay Gardens 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 but not limited to:

- Camps and Excursions
- Yard Duty Supervision
- First Aid
- Child Safety Standards
- Critical Incident Plan and Emergency Management Planning
- Student Private Property

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

REVIEW CYCLE

This policy was last updated in July 2019 and is scheduled for review in July 2020.