

Policy Number	Ratification Date	Reviewed	Review Date
46	Nov 2019	Nov 2019	Nov 2022



# YARD DUTY AND SUPERVISION POLICY

## Parents, Carers and Students

### Purpose

To ensure parents/carers and students understand the school's responsibilities for supervision and yard duty.

### Scope

This policy applies to all parents/carers and students of the EPS community.

### Policy

Elsternwick Primary School (EPS) 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 teaching and leadership staff participate in EPS'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 between 8:45-9:00am and after school between 3:30-3:45pm. 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). We understand that emergencies can arise, if you are unexpectedly unable to collect your child before 3:45pm please advise the general office on (03) 8534 6100 so we can ensure the safety of your child/children and make arrangements with the after school care program.

EPS 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 trained staff
- grounds management and tree maintenance
- student private property

School staff, parents and students are encouraged to speak to our 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 on November 2019 and is scheduled for review in November 2022.