



Yard Duty and Supervision Policy - Parents and Students

Glen Huntly Primary School understands it holds a high standard of care in relation to students at school and during off-site school activities. Appropriate, well-organised and responsive supervision of students during class time, recess, lunch and excursion times is an important aspect of keeping students safe at school and during school activities. It also enables staff to identify and respond to possible risks at school and off-site where there is a duty of care, as they arise.

All staff participate in Glen Huntly 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 at 8:45am on both the East and West Sites. After school, staff supervise from 3:30pm to 3:45pm on both the East and West Sites. Students on school grounds outside these times will **not** be supervised (unless they 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 (ie: sports or band practice).

Glen Huntly 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
- traffic plans
- student private property

Glen Huntly Primary School also offers Before and After School care facilities on-site, as provided by Their Care for supervision outside of the school's duty of care times, during the school week.

If parents/carers are running late for pick up, they are encouraged and advised to ring the school before this eventuates on: 9571 2933.

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.