



YARD DUTY AND SUPERVISION POLICY

Rationale:

- Lynbrook 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.

Aims:

- To provide a safe and supervised environment for students at all times.

Implementation:

- All staff (including Education Support Staff) may be requested to participate in Lynbrook 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 during recess and lunch. School grounds are supervised before school from 8.40am by specialist staff. After school, all staff are responsible for supervising students exiting the school from 3.15pm to 3.30pm. 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).
- Staff on yard duty at recess breaks should wear a high visibility vest and carry a first aid bag. Staff are also encouraged to carry a mobile phone for quick access to the office where serious incidents occur (ie. injury, threat or behaviour)
- Where a staff member will be unavailable to fulfil yard duty responsibilities due to an excursion or planning day, it is the expectation that the staff member will swap their rostered yard duty day/time with another staff member.
- Where a staff member will be unavailable due to a school camp of 2-days or greater duration, the timetable coordinator and daily organisation person will endeavour to remove the staff member from yard duty if it occurs whilst the staff member is on camp.
- 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).
- Lynbrook 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 Maintenance
 - Personal 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.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

- This policy was last ratified by School Council in 2018.