



# GLENROY WEST PRIMARY SCHOOL YARD DUTY & SUPERVISION POLICY PARENTS & STUDENTS

Glenroy West 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 Glenroy West 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 8:55am- 8:50am. After school, staff supervise 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).

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).

Glenroy West 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

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

## Reference

### Policy & Advisory Guide

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=42>

## Review

This policy will be reviewed every three years and following significant incidents if they occur.
This policy was ratified by School Council 30 July 2019
The policy will be next reviewed 2022