1.0 STATEMENT

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

2.0 GUIDELINES

1. As part of its duty of care the school is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school.

2. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

3. It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.

4. Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment. It is important the school has a process to authorize these requests and accurate student records are maintained.

2.0 PROGRAM

1. A roster system will be used to timetable staff members for yard supervision.
2. Yard supervision will include before school, recess and lunch breaks, and after school.
3. In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:
    - which entry/exit points should be or are used by students
    - whether any entry or exit points should be locked, designated as out of bounds, or supervised
    - road traffic conditions
    - designated pick up and drop off areas

4. Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.
5. Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

This policy is to be read in conjunction with the school's 'Duty of Care Policy'

3.0 EVALUATION

This policy will be reviewed regularly as part of the School's policy review cycle.