1. PURPOSE:
It is important that schools arrange for student supervision according to the school's needs and to ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school. In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazards that are known or could have been foreseen and prevented.

2. GUIDELINES:
• Our school grounds will be supervised from 8.45am until 3.45pm. Our school does not accept responsibility for students before or after these times, or on days that our school is closed to students.
• Yard Supervision Times

<table>
<thead>
<tr>
<th>Description</th>
<th>Start</th>
<th>Finish</th>
<th>No. of staff on duty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School</td>
<td>8:45am</td>
<td>9:00am</td>
<td>1</td>
</tr>
<tr>
<td>Recess 1</td>
<td>10:40am</td>
<td>10:55am</td>
<td>2</td>
</tr>
<tr>
<td>Recess 2</td>
<td>10:55am</td>
<td>11:10am</td>
<td>2</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>1:00pm</td>
<td>1:25pm</td>
<td>2</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>1:25pm</td>
<td>1:50pm</td>
<td>2</td>
</tr>
<tr>
<td>After School</td>
<td>3:30pm</td>
<td>3:45pm</td>
<td>1</td>
</tr>
</tbody>
</table>
• Teachers must supervise students in their classrooms and when moving to and from different areas of our school.
• Students going to the toilet during class time will be accompanied by at least one student. This student will be of the same gender.
• Parents acting in the capacity of a classroom helper may work with small groups of students and are expected to exercise a duty of care and have a current Working With Children Check (WWCC). The wellbeing of the students however remains the responsibility of the classroom teacher.
• Teachers on yard duty supervision must approach visitors or unknown people in the yard and direct them to sign in at the Office.
• It is essential that parents/carers are kept informed via the newsletter as to when the 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.
• All students arriving later than school starting times must sign a register and collect a Late Pass from the Office.
• Students must be signed out of the school if departing prior to dismissal time. A register of early departures is to be kept in the Office and completed for all students departing the school early.
• The number of teachers allocated to yard duty supervision, will be decided by the school Principal or Assistant Principal and be in accordance of DET guidelines.
3. IMPLEMENTATION:

Supervision Before and After School
- The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
- The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
- The yard duty staff member must wear a safety vest and medical bag whilst supervising the students.
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal or Assistant Principal.

Recess and Lunch Supervision
- All staff members have a personal copy of the yard duty timetable. A copy is displayed in the staff room and is distributed to each staff member.
- There are two teachers on duty at all times during recess and lunch times.
- Yard duty supervision areas are outlined in Appendix A.
- Each staff member must wear a safety vest and medical bag whilst supervising the students.
- All staff must wear a sun safe hat when out in the yard from September 1 to April 30 the school will provide a school hat to all staff.
- Staff are required to be on duty promptly for their allotted time and cross over with the next person at the designated points to hand over any information required. The two handover points are:
  - Pettet Centre door leading out to the landscaped area between Block A and B.
  - Pettet Centre door leading out to the basketball courts and ovals.
- At times, wet and/or extremely hot and/or windy weather can necessitate a change to normal supervision arrangements. The school will have supervision systems in place for Wet and hot days (and other 'no outside play' circumstances).

Injured Students
- The teacher on duty will be responsible for immediate action.
- If the injury requires further attention, a student will be given a red first aid card and be sent to the staff room with another student.
- The teacher on duty must remain outside to continue supervising the yard and attend to the injured student.
- If the injured student is unable to be moved, yard duty teachers are to send a student to the staff room with an ‘alert’ card and the allocated first aid staff member will call an ambulance if required. Extra staff will then be sent outside to assist.

Behavioural Issues
- The teacher on duty will be responsible for immediate action should behavioural disruptions occur.
- Teachers should endeavour to resolve conflicts. Students breaking rules may be required to sit out for part of recess or lunch in the Office foyer.
- In the case of serious behavioural issues (such as fighting), the students involved should be sent to the Office to see a member of the leadership team.
- If students refuse to obey instructions to go inside, the teacher on duty will send a student to the staff room with an ‘alert’ card. Extra staff will then be sent outside to assist.
- The teacher on duty must remain outside at all times to continue supervising the yard.
Areas that are out of bounds include:
- The staff car park
- The steep banks of the oval, below the oval, behind the cricket nets near the fence
- Behind the Community Hall / Library / Portables, boundary fences and behind Arts Centre
- Outside school boundaries
- Climbing trees, in buildings or other dangerous structures.
- Students should not attempt to retrieve balls that go out of bounds or on the roof. Students should discuss retrieval of their balls with the teacher on duty.

This Policy and Procedures is underpinned by the:
- Behaviour Management Policy and Procedures
- Bullying, Cyber-bullying and Harassment Policy and Procedures
- Duty of Care Policy and Procedures
- Student Engagement and Wellbeing Policy and Procedures
- Student Welfare Policy and Procedures

4. EVALUATION
- This policy will be reviewed as part of the school’s four-year review cycle.

Appendix A: Map of supervision areas
Appendix B: Play areas designated for specific year levels
Appendix A: Yard Duty Supervision Areas
Appendix B: Play areas designated for specific year levels