



YARD DUTY AND SUPERVISION POLICY

(Parents and Students)

Purpose

Student safety at Cranbourne South Primary School (CSPS) is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Scope

Staff participate in CSPS yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

Before school: School grounds are supervised by school staff who have been rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school at 8:45am, in the yard and in the Kiss N Go area.

After school: School grounds are supervised by school staff who have been rostered on for yard duty at the conclusion of the school day from 3.30pm to 3.45pm in the yard on Kiss N Go areas.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times of prior to 8.35am and after 3.45pm unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

School staff, parents and students can contact the school office, if there are any concerns about potential risks at school, or duty of care obligations.

For a copy of the school's Yard Duty and Supervision Policy please visit the CSPS website. This policy includes school student supervision arrangements across the school day, including before and after school.

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's [website](#)
- Reminders in iNewsletters and Compass
- Included in staff induction processes
- Included in staff handbook
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request



Further Information and Resources

Cranbourne South 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 Policy
- Emergency Management Plan
- Excursion Policy
- First Aid Policies

Help for non-English speakers

If you need help to understand the information in this policy please contact CSPA office personnel and/or Principal.

Review Cycle and Evaluation

This policy will be reviewed as part of DET's recommended review cycle.

Due for Review

September 2022

Mandatory Consultation

Consultation Group	Date Consulted
School Council Policy Sub Committee	11th August 2021
Staff	Staff information booklet update: 5th September 2021
Parents	iNewsletter, Term 4, 2021
Student leadership groups	Forums and meetings throughout Term 4, 2021

Certification

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School on September 8, 2021.

Signed:

A handwritten signature in blue ink, appearing to read 'John R.', is written over a horizontal dashed line.

Principal

Signed:

A handwritten signature in black ink is written over a horizontal dashed line.

School Council President