



YARD DUTY PARENTS & STUDENTS POLICY

Rationale:

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

Aims:

To provide adequate and appropriate supervision of students in the schoolyard.

Implementation:

- Mortlake College 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.
- Staff participate in Mortlake College'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 8:40am. After school, staff supervise to 3.35pm. 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 or supervised revision classes).
- Parents/carers will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am each morning. Staff members will not be rostered to undertake yard supervision after 3:35pm each day. Parents/carers are required to make sure that their children have been collected or have left the school grounds by this time (unless they attending a before or after school pre-arranged supervised extracurricular activity i.e. sports practice or supervised revision classes).
- Mortlake College 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 management and tree maintenance
 - student private property.
 - Traffic management
- School staff, parents and students are encouraged to speak to our Principal or Assistant 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 or earlier if required.

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

September 2018