

**CASTLEMAINE NORTH PRIMARY SCHOOL**  
**ON-SITE SUPERVISION OF STUDENTS POLICY – 2021-2023**

**PURPOSE:**

1. Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school is required to adequately supervise students for a defined period before school, at recess time, lunch time and after school.

**AIM:**

To outline the arrangements for supervision outside class times - i.e., before school from 8:45-9:00am, at recess time and lunch time, and after school from 3:25-3:40pm.

**IMPLEMENTATION:**

1. A roster system will be used to timetable staff members for yard supervision.
2. Staff must ensure they are familiar with this timetable and organise a supervision swap if they are unable to do their duty at the given time.
3. Should a staff member be required to leave at any time during their duty time, they must ensure another staff member is available to take their place.
4. Pre-service teachers may assist with yard duty, but they are to be supervised by a teaching staff member who must be always on duty.
5. Yard supervision will include before school, recess and lunch breaks, and after school.
6. Two yard duty teachers will be timetabled on during recess and lunch breaks. One staff member will be on duty before school and two teachers after school at the two gates (Hunter Street and Bull Street, near bus-stop).
7. The staff members on yard duty after school at Bull Street (bus-stop area) will be responsible for ensuring the students wait behind the barrier and that the bus is stationary before they get on the bus.
8. Yard duty teachers are to carry a first-aid bag with them to assist any students in need e.g., applying a bandaid or an icepack. Should a child require more serious first aid the yard duty teacher should refer the child to the teacher listed on the First-Aid roster for assistance. Teachers will wear a "High-vis" vest when on duty, including before and after school.
9. Children are to remain inside the school grounds while waiting for pick-up.
10. Children on bikes, scooters etc. must walk their bikes in the grounds.

11. Staff must remain on duty after school until 3.40pm. Students still in the school yard will be brought inside to the foyer outside the office by the supervising teacher and parents contacted.
12. Parents/carers will be 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 will be clearly provided to parents/guardians via the newsletter, website, and information booklet.
13. Students must be signed out of the school if departing prior to dismissal time.
14. No students will be sent home on their own outside of normal dismissal time.

**EVALUATION:**

This policy is to be reviewed biannually as part of the School Council's review cycle.

**This policy was reviewed and ratified by School Council 2021**

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**(Principal)**

**(President of School Council)**

**Date:** 2021

**Review Cycle Date:** 2023