

MELTON WEST PRIMARY SCHOOL

YARD DUTY AND SUPERVISION POLICY

PARENTS AND STUDENTS

Melton West Primary School 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.

All staff participate in Melton West Primary School'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 8:40-8:50am. After school, staff supervise 3:05pm until 3:20pm. 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 after school care, or a pre-arranged supervised activity (i.e. sports practice).

Melton West 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 and excursions
- First Aid
- grounds management and tree maintenance
- student private property.

School staff, parents and students are encouraged to speak to the principal, Michelle Costa, if you have any concerns about potential risks at our school, or our duty of care obligations.

REVIEW CYCLE

This policy was last updated on June 2021 and is scheduled for review on June 2022.

School Council	Not required
Date Reviewed/Approved	June 2021
Communication method	School website, Staffcom, Induction Pack,
Date communicated	
Source of Requirement	Minimum Standards
Responsible for Review	Assistant Principal
Review Cycle	One Year review cycle
Next Review Due Date	June 2022



Melton West

PRIMARY SCHOOL