

Moorabbin Primary School



Yard Duty and Supervision

February 2019

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Moorabbin Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

Before and after school

Moorabbin Primary School's grounds are supervised by school staff from 8.45am until 9.00am and then from 3.30pm until 3.45pm. Outside of these hours, school staff will not be available to supervise students

Parents and carers should not allow their children to attend Moorabbin Primary School outside of these hours. Families are encouraged to contact 'Team Kids' on 03 95320366 or refer to info@teamkids.com.au for more information about the before and after school care facilities available to our school community.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at Moorabbin Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

The Assistant Principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Moorabbin Primary School, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are Area A – Front of the school and Area B