

## YARD DUTY AND SUPERVISION ARRANGEMENTS

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

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

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

### Before and after school

Moonee Ponds West Primary School's grounds are supervised by school staff from 8:45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

There will be at least one staff member, generally Principal and/or Assistant Principal, on duty before and after school, primary focus is the Little Adventure Courtyard, near the Lennox Street gate.

Parents and carers will be advised through our Family Handbook and reminders in our newsletter that they should not allow their children to attend Moonee Ponds West Primary School outside of these hours. Families will be encouraged to contact the Out of School Hours Care (OSHC) provider Camp Australia on phone 1300 105 343 refer to <https://campaustralia.com.au/> for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- place the student in an out of school hours care program (if available and appropriate)
- request that the parent/carer make alternate arrangements.

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
- place the student in an out of school hours care program (if available and appropriate)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care, and protection of the student.