



YARD DUTY AND SUPERVISION POLICY- PARENTS/CARERS AND STUDENTS

Mandama Primary School 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 Mandama's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas.

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).

Mandama's grounds are supervised by school staff from 8:45a.m. until 9:00 am before school and from 3:20 p.m. to 3:35 p.m. after school. Outside of these hours, school staff will not be available to supervise students before and after school. Parents and carers should not allow their children to attend Mandama outside of these hours, unless a special event has been organised and parents/ carers have been notified of the supervision that will be provided. Families are encouraged to contact the school for more information about the before and after school care facilities available to our school community.

- Before school, staff will be present on duty on both the south and north side of the school.
- After school, staff will be present on duty at the Jenolan Avenue, Corang Avenue and Church Street school entrances.

If a student arrives at school before supervision commences at the beginning of the day, parents/carers may need to be contacted to advise of the supervision arrangements before school and/or request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the staff member on duty will escort the student/s to the office area to wait to be collected and notify the Office Staff which students are waiting. If the student is not collected within a reasonable time-frame the Principal/Assistant Principal will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in the out of school hours care program
- 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.

Mandama has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- Duty of Care
- First Aid
- Grounds Management and Tree Maintenance
- Student Private Property.
- Visitor Policy

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