



## YARD DUTY AND SUPERVISION POLICY

### [PARENTS AND STUDENTS]

Ultima 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 Ultima 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 building is supervised before school at 8:30am, After school, staff supervise the grounds until 3:30pm. Students on school grounds outside these times will **not** be supervised.

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless prior arrangements have been made.

Ultima 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

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

#### REVIEW CYCLE - 1 YR

This policy was last updated on 29-10-2020 and is scheduled for review on October 2021. This policy will also be updated if significant changes are made to school grounds that require a revision of Ultima Primary School's Yard Duty and Supervision Policy.