



MULGRAVE PRIMARY SCHOOL

Gladeswood Drive, Mulgrave Vic 3170

YARD DUTY AND SUPERVISION Policy (Parents and Students)

Mulgrave 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.

Staff participate in Mulgrave 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 between 8:45am and 9am and after school from 3.30 to 3.45pm at the following 3 gates; Maygrove Way, Gladeswood Drive and Gladeswood reserve. Pedestrian gates will be locked from 3:45pm to 8:45am the following day. Students on school grounds outside these times will **not** be supervised unless 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 before or after school care, or a pre-arranged supervised activity.

Mulgrave 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 our principal, Charles Spicer if you have any concerns about potential risks at our school, or our duty of care obligations.