



St Kilda Primary School

Yard Duty and Supervision Policy: Summary

Before and after school

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

Before and after school, school staff will be available to supervise the Manabi/Senior Playground and the Junior Playground only.

Parents and carers should not allow their children to attend SKPS outside of these hours unless they are supervised by an adult. Families are encouraged to contact our current providers, Theircare at <http://theircare.com.au/> to find out more information.

If a student arrives at school before supervision commences at the beginning of the day, the teacher who first sees the child will, as soon as practicable, follow up with the parent/carer by calling directly to:

- advise of the supervision arrangements before school (see below for after school)
- 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 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.

Parents are asked that their children do not ride their bikes, scooters or skateboards between 8.45 - 9.00am and 3.30 - 3.45pm.

If a dog is brought into the yard it must be tied to the inside of the fence.

School activities, camps and excursions

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

During school run events on the school grounds, such as working bees, picnics, etc, the parents/carers are responsible for the care and safety of their children at all times. Teachers are only responsible for students if they have requested that the students attend for a particular reason at a specific time, eg to man a stall.

St Kilda 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
- sStudent private property.

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