

COLAC SECONDARY COLLEGE

YARD DUTY AND SUPERVISION POLICY

POLICY

Colac Secondary College 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 the Colac Secondary College 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 beginning at 8:10am in the bus interchange and front entrance. After school, staff supervise the bus interchange and front entrance until 3:50pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a supervised extracurricular activity).

Parents/carers are requested to ensure that students do not arrive early or stay late after school unless they are attending a pre-arranged supervised activity (i.e. special programs, or arriving early for camps / excursions etc).

Colac Secondary College has in place a number of internal policies and procedures 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, if you have any concerns about potential risks at our school, or our duty of care obligations.

EVALUATION

This policy will be reviewed every year or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	July, 2024
Review date	2025
DET/VRQA required	Yes