

YARD DUTY AND SUPERVISION POLICY

Keilor Downs 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.

Staff participate in Keilor Downs College'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 at 8:35 am at the entry gates at Wanaka Drive and Odessa Ave. After school, staff supervise the bus pick-ups on Odessa Ave and Wanaka Drive and front gates until 3.16 pm. Students on school grounds outside these times will **not** be supervised (unless they attending a before or after school program or supervised extracurricular activity). The College library is open on weekdays from approx. 8 am till 4 pm (3.30 pm on Fridays).

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 activity or similar like a pre-arranged supervised activity (i.e. sports practice).

Keilor Downs College 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 personal property.

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