



Yard Duty and Supervision Policy

Officer 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 teaching staff participate in Officer Secondary 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 from 8:30 am until 8:45am and after school from 3:10 pm until 3:30 pm (2:30pm until 2:45pm on a Wednesday).

Before and After School the following areas are supervised:

- Bike shed adjacent to Paterson
- Bike Shed adjacent to the Staff Car Park on Bridge Road
- The Bus Stop on Parker Street and the Courtyard between Paterson and the Administration Building

Students on school grounds outside these times will **not** be supervised (unless they 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 (i.e. sports practice).

Officer Secondary 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 private property.

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.

Office Use Only

Date Implemented	16.11.2020
Author	Officer Secondary College
Approved By	SIT Team and School Council
Date for Review	November 2021
Responsible for Review	Hamish Moffett