

Woodville 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.

All staff participate in Woodville 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. The asphalt area of the school (between Blocks A and B) is the only area of the school supervised before school at 8.50am. After school, staff supervise the asphalt area until 3.10pm. Students on school grounds outside these times will **not** be supervised (unless they are 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 (e.g. Breakfast, homework or Japanese Clubs, sports practice) or under the direct supervision of a parent or legal guardian. Older siblings cannot supervise younger siblings in the school grounds unless permission has been granted from the Principal.

Woodville 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
- OHS policies and procedures
- Student private property.

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

This policy will be reviewed annually.

*This policy was last reviewed and ratified by School Council in **May 2018***