



Craigieburn Secondary College

RESPECT RESPONSIBILITY and ACHIEVEMENT in our learning COMMUNITY

Yard Duty and Supervision (Parents and Students)

Craigieburn 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 Craigieburn 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 8:45am to 9:00am in the locker bay and corridor areas, and students are greeted as they enter the school by staff at our gates on Hothlyn Drive. At the end of the day, school staff supervise the Hothlyn Drive bus stop areas, gates 10, 6 and 2, and the area between the PAC and Administration areas.

Students on school grounds outside these times will **not** be supervised (unless they are attending a supervised extracurricular activity or Work Session after school from 3:30 to 4:30pm).

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 such as STEM Club, a Performing Arts rehearsal, a Work Session or the Craigieburn High Achievers Club.

Craigieburn 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;
- Yard Duty;
- Grounds Management and Tree Maintenance;
- Student Private Property;
- The Staged Response Framework.

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