EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Student Supervision, Recess and Outdoor Activities Policy

Document no.	ECLS-POL-08	**Version**	1.0
Policy owner	Principal (implemented by the School Coordinator)	**Approved by**	School Committee
Date approved	Pending (next Committee meeting)	**Next review**	Two years after approval
Applies to	All teachers, staff and volunteers responsible for students before, during and after ECLS sessions	**Status**	Draft: new policy for Committee approval

1. Purpose

Students are most likely to be unsupervised or injured when they are outside the classroom: arriving, at recess, moving between rooms, playing outdoors, and waiting to be collected. This policy explains how ECLS supervises students at those times and manages the risks of outdoor and play time.

2. Principles

- Teachers' duty of care is one of **positive action**. Supervision must be active: staff move around, can see the students and step in early.
- Students are supervised from the time the school's supervision starts until they are collected or have left the school as allowed by the collection policy.
- Supervision levels take account of students' ages, abilities and needs, including students with disability or medical conditions, and young children in Preschool and Foundation classes.

3. Supervision times (East Doncaster Secondary College campus)

Time (Saturday)	Supervision arrangement
From 9:10am	Rostered staff on duty at the entry point. Students may not enter the campus before 9:10am without an adult
9:30am–12:15pm	Morning classes. The class teacher supervises their class at all times, including toilet breaks
Morning recess (as timetabled)	Rostered yard-duty teachers in designated areas (see section 4)
12:15pm–12:30pm	Dismissal. Teachers supervise until students are collected (see ECLS-POL-10). After 12:30pm, uncollected students are taken to the office
12:15pm–1:15pm	Students staying for afternoon classes are supervised in a designated room or area by rostered staff
1:15pm–4:00pm	Afternoon classes and afternoon recess, supervised as above
4:00pm–4:15pm	Dismissal and supervised waiting area. Uncollected students go to the office after 4:15pm

The Sunday session follows the same arrangements, using the published Sunday timetable. The exact recess times and duty areas for each session are set out in the **Yard Duty Roster**, issued at the start of each term.

4. Recess and outdoor play: designated areas

- Students may play only in the **designated ECLS areas** agreed with EDSC (shown on the campus map in the Emergency Management Plan). Out-of-bounds areas, such as car parks, buildings not licensed to ECLS, sports equipment stores and areas out of sight of duty staff, are explained to students at the start of each term.
- There are **at least two staff on yard duty** at every recess, with more for larger groups. Younger students (Preschool to Year 2) have a separate area or a dedicated staff member.
- Students must not leave the campus during the session for any reason (including going to shops) unless collected under ECLS-POL-10.
- In wet or extreme weather, or when the UV index or heat makes outdoor play unsafe, recess is held inside classrooms under teacher supervision (see the Hot Weather and SunSmart policies in the Charter).

5. Yard duty procedure

1. The School Coordinator prepares the **Yard Duty Roster** each term, showing the date, time, area and staff member, and publishes it to staff. Changes need approval from the School Coordinator or Principal.
2. Staff on duty arrive at their area **on time**, wear a high-visibility vest, and carry a mobile phone and the duty first aid pouch.
3. Staff stay in their area until the end of the break or until relieved. Handover happens **in the area**. If the relief does not arrive, the staff member contacts the office but does not leave the area.
4. Staff keep moving and stay visible, watch for unsafe play, bullying, unknown adults and students leaving the area, and step in early.
5. Incidents and injuries are managed under the First Aid Policy. Injuries are recorded in the First Aid/Injury Register, and parents are told the same day. Behaviour or bullying incidents are reported to the class teacher and School Coordinator.
6. Duty staff check toilets and the edges of the area at the end of recess and move students back to class.

6. Supervision in and between classes

- Teachers never leave a class unsupervised. If they must leave, they arrange for another staff member to supervise.
- Students move between rooms in a group with their teacher.
- Toilet visits are managed sensibly (one student at a time where possible). Younger students go with a buddy, and the teacher notes how long they are away.
- No adult is alone with a single student behind a closed door. Where one-to-one help is needed, the door stays open or another adult is nearby (Child Safety Code of Conduct).

7. Outdoor activities, cultural activities and excursions

- Outdoor and active cultural activities (for example games, kite-making or performances) are planned with a simple **risk assessment** using the CLV Risk Assessment Template, approved by the School Coordinator.
- Any activity off the licensed area or off-site is an excursion and needs Principal approval, a risk assessment, signed parent consent (CLV *Parent Excursion/Camp Consent Form*), confidential medical information, and appropriate staff-to-student ratios.
- Sports and play equipment is checked before use and stored after use.

8. Students with additional needs

Students with medical conditions (for example anaphylaxis or asthma) or with disability have their needs and any individual plans shared with the teachers and duty staff who supervise them. Extra supervision or adjustments are put in place where needed.

9. Responsibilities

Role	Responsibility
Principal	Ensures enough staff are rostered; approves activities and excursions; reviews incidents
School Coordinator	Yard Duty Roster; designated areas; briefing staff and students each term
Teachers and duty staff	Active supervision; following the roster; recording and reporting incidents
First Aid Officer	Duty first aid pouches; injury register

10. Basis and references

- CLV, *Operational and Administrative Procedures Manual* (V4, 2023): s.2.16 Yard Duty and Supervision, s.3.1 Class Supervision, s.3.10 Students Leaving the School Grounds, s.4.4 Excursions.
- CLV, *Student Safety and Staff Welfare Manual* (V5, 2023): Duty of Care and Yard Supervision; Risk Management Policy; Excursions.
- ECLS School Charter 2026: Yard Supervision Policy, Hot Weather Policy, SunSmart Policy; ECLS Admission Guide (entry not before 9:10am without an adult; students may not leave during school time).
- Child Safe Standards (Ministerial Order 1359), Standard 9: safe physical and online environments.

11. Version history

Version	Date	Change	Approved / endorsed by
1.0	October 2026	New policy	For approval at the next School Committee meeting (date _____, minute ref. _____)