



Onsite Supervision Policy

Rationale

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

The supervision of students is a major function of our school. The safety of students is dependent upon all members of our school community fulfilling their specific responsibilities:

- Primary students must be supervised at all times during school hours and whilst on school related activities that may extend beyond school hours.
- All teachers should accept responsibility for the supervision of all students.
- **This duty extends to intervention in single-sex areas if required by a teacher of the other gender.**
- It is imperative that supervision be constant, thorough and appropriate.
- Supervision is to be provided for a minimum of ten minutes before the start of school by the teachers. At the end of the day, sufficient teachers are required to adequately supervise the departure of students until 3.45pm.

This policy is to be read in conjunction with the school's 'Duty of Care Policy'

Guidelines

As part of our duty of care, Berwick Chase Primary School is required to adequately supervise students for a defined period before school, at recess time and lunch time, and after school.

This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.

Parents/carers may require their child to leave the school grounds to:

- be dismissed early from school to attend an appointment

*It is important the school has a process to authorize these requests and accurate student records are

maintained.

Refer to Appendix A

Program

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include before school (8:50am), recess and lunch breaks, and after school (3:45pm)

Yard Duty teachers must, at all times, act as positive role models to students, e.g. in demonstrating desirable Sun Smart behaviour.

Teachers on yard duty will supervise the area of the yard as designated on the yard duty roster. This will include toilets, playground equipment, perimeter fences, ovals, the car park and building surrounds as appropriate to the designated area.

Students will not be dismissed before the bell.

Students will not be allowed to remain in rooms without direct teacher supervision.

When the weather is unsuitable for the students to go outside during breaks, they will remain in classrooms. On these occasions a specific indoor duty timetable will take effect.

In the event of an accident, the injured student will be referred to the First Aid Officer.

In the event of an accident or emergency, the Teacher in Charge will be responsible for the administration of first aid, and will contact parents/carers as appropriate. In the event that parents/carers cannot be contacted, the Teacher in Charge will follow first aid and emergency policies as set out by the school.

Supervision for educational excursions, incursions, camps and swimming will be based on the DET recommendations for teacher/student ratios, and must be approved by the Principal. These ratios will be set in light of the venue and activities to be undertaken.

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing>.

In determining whether supervision of students entering or exiting the school is adequate, the Principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off areas

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the Principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorization, the parent/guardian will be informed immediately.

Resources

Timetables provided for all teachers, and prominently displayed in staff room.

Provision at office of Sign In/Out Register and all notices regarding late arrivals and early departures.

Evaluation and review

The On-site Supervision policy will be reviewed as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Evaluation

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**For On-Site Supervision of Students Procedures refer to Appendix A*

This Policy was ratified at School Council on 21/08/2017

Appendix A

On-Site Supervision of Students Procedures

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfils its duty care to its students in terms of on-site supervision.

Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.50am and 9.00am

The school will provide staff supervision for students after school between 3.30pm and 3.45pm.

This information is provided to parents/guardians on a regular basis via the school website. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties, alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Supervision at recesses and lunch time

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times.

Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:

- written parent/guardian requests for students under 18
- **short and long term lunch passes.**

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

No parents/carers are permitted to take students directly from the classroom.
Students can only be collected by a responsible person 16 years and over.
No students will be sent home on their own outside of normal dismissal time.

Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records. It will also be noted on Sentral that a late pick up of the child was made.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Arrangements for student supervision on school camps and excursions

The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.