



## ONSITE SUPERVISION POLICY AND PROCEDURES

### Policy Statement

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

### Broad Guidelines

As part of its duty of care the 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:

- go home for lunch
- 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.

### Implementation

A copy of this document will be provided to each member of staff at the first staff meeting at the commencement of the school year and will be placed on 'Staff Shared'

### Supervision in the yard

- Yard supervision is an essential element in teachers' duty of care. It is clearly now established that in supervising students, teachers' duty of care is one of positive action.
- Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that yard duty supervision within the school requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is teachers' responsibility to be aware of these guidelines and duty of care responsibilities.
- Teachers rostered for duty are to attend the designated area at the time indicated on the roster.
- Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.
- The handing over of duty from one teacher to another must be quite definite and **must occur in the area of designated duty under the courtyard tree**. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, **but not leave the area until replaced**. At Roslyn PS our change over place is under the tree in the courtyard.
- No changes to the yard duty roster are to be made without the approval of the Principal.

- Be alert and vigilant – intervene **immediately** if potentially dangerous behavior is observed in the yard – enforce behavior standards and logical consequences for breaches of safety rules.
- You should always be on the move and highly visible.
- 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. Changes to the roster are communicated to teachers at staff meetings, via ‘Mary’s Messages’ and the staff noticeboard. It is the teacher’s responsibility to organize a swap to their duty if they will be out of the school. This change needs to be recorded on the staff noticeboard.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents / Carers are discouraged from sending their children to school before the designated supervision time in the morning. 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.
- Any student arriving too early to school will be sent to Before School Care and parents will be charged the attendance fee.

### **Classroom supervision**

The following instructions and notices **apply to all staff;**

They must make themselves aware of and familiar with the procedures set out in the ‘Onsite Supervision Policy and Procedures’ and the ‘Excursions’ and ‘Camps’ Policies.

- It is **not** appropriate to leave students in the care of ancillary staff, parents or trainee teachers (At law, the Duty of Care cannot be delegated)
- It is **not** appropriate to leave students in the care of external education providers, for example, incursions. (At law, the Duty of Care cannot be delegated)
- In **an emergency situation** contact the teacher in the next room. (If appropriate – send student for assistance)
- **No student** should be left unsupervised **outside the classroom** as a withdrawal consequence for misbehavior. Withdrawal is to be conducted by sending the student to a colleague’s classroom, or to the Principal. This should be accompanied by documentation and appropriate follow-up. The teacher or Principal **is to be contacted first** to alert them that the student is on the way.

### **Late to school**

All students who arrive at school more than 10 minutes from the beginning of the school day, any time later than 9.10am, must be signed in by a parent / guardian in the ‘Late Arrival’ book located at the office. They must also collect a ‘Late Pass’ that is to be handed to their classroom teacher. Classroom teachers are to monitor this.

### **Movement around the school**

- Discretion is to be used when allowing students to visit the toilet during class time. Students must always go in pairs. The teachers need to monitor the time a child has been out of the room and check on them if it is longer than 5 minutes.
- Teachers are responsible for establishing appropriate movement procedures for their class around the school. This includes the entry and exit of classrooms at the beginning and end of the day, as well as at play time, lunchtime and going to and from specialist classes.

### **Supervision before and after school**

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am and after school between 3.30pm and 3.45pm.

This information is provided to parents / guardians on a regular basis via the school newsletter. 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.

### **Early Departure of students 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 16yrs and over.
- No student will be sent home on their own outside of normal dismissal time.

**Note:** When a student departs from the school (following initial attendance) without authorization, 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)

### **Entering / Exiting School**

In determining whether supervision of students entering or exiting 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 or boarding the bus.
- The age of students alighting from or boarding the bus
- The times of 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 bus.
- Whether supervision is required to protect students on the bus, or from unruly student behavior when boarding or alighting from the bus.

### **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 these times and/or collection of the 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. These children may be sent to OSHC and a fee charged to the parent.

If it becomes known that a student who is normally collected from 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.

Where all reasonable attempts have been made to locate the parent / guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting 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.

### **LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

[DET Student Supervision Policy](#)

### **EVALUATION**

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