



# Onsite Supervision of Students

## POLICY

### **Rationale:**

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.

### **Aims:**

To provide adequate and appropriate supervision of students in the schoolyard.

### **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 lunchtime; 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.

### **PROGRAM**

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.

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.

The YMCA organisation will offer an onsite before and out of school hours care (OSHC) program. Parents will be strongly encouraged to access this program when child care is required pre and post yard supervision out of school hours.

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 authorisation, the parent/guardian will be informed immediately.

## **On-Site Supervision of Students Procedures**

### **Introduction**

The processes outlined below provide adequate and appropriate supervision of students in the schoolyard 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 3.15pm and 3.30pm.

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.

### **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 and via the staff noticeboard.

#### **Rationale:**

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

#### **Aims:**

To provide adequate and appropriate supervision of students in the schoolyard.

#### **Implementation:**

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include ten minutes before the start of school, recess and lunch breaks, and fifteen minutes after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:50 am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will require staff members to undertake yard duty before school, recess, lunchtime, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will monitor and respond appropriately to student behaviour in accord with school policies
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or officer in charge.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- In accordance with the school's Sunsmart policy all staff must wear hats during Terms 1 and 4 and are encouraged to wear hats during Terms 2 and 3
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.

### **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).

### **Late Arrival**

If for any reason, a child arrives after the official start of the day (9.00am) they will need to enter school via the front office where they will be marked on Compass as a late arrival. Parents will then be able to enter the reason directly on Compass at a later time. If the Parent accompanies the child in to the office, they can advise the reason at the time of drop off.

### **Early departure of students prior to dismissal time**

Students must be signed out of the school if departing prior to dismissal time and must be collected from the office and will not be released from the classroom. If the person picking up the child is not known to office staff they will be required to provide photo identification and, if prior arrangements have not been made, office staff will contact the parents to ensure they have permission to remove the child from school. A record of early departures is marked in Compass by 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 reason for leaving early.

- 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 schoolyard awaiting collection after 3.30pm 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.

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 Health & 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.

*Kororoit Creek Primary School has a zero tolerance for any form of child abuse*

### **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 Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.

Related School Policy: Excursions and Camps

This policy was last ratified by School Council on 01 August 2017