

<p align="center"><b>Heidelberg Primary School Policy Manual</b></p>	<p align="center"><b>On-Site Supervision of Students Policy</b></p>	<p>Page: 1 of 4 Issue No: 1.0 Date: August 2019</p>
--	---	---

## **STATEMENT OF PURPOSE**

Adequate supervision of students in the school yard is a requirement of the school's duty of care. This policy is to be read alongside the school's 'Duty of Care' Procedures. 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.

## **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

The school has a process to authorize these requests and accurate student records are maintained.

## **IMPLEMENTATION**

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 public transport, or from unruly student behaviour when boarding or alighting from public transport.

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 school must record written permission from a parent/carer before the school will authorise a student to be dismissed early.

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.

## **APPENDIX:**

Appendix A: On-Site Supervision of Students Procedures

## **EVALUATION:**

This policy will be reviewed annually or more often if necessary due to changes in regulations, local circumstances or as a result of incident.

This policy was last ratified by School Council on 13 August 2019.

*References: School Policy & Advisory Guide on Supervision & Duty of Care*

## Appendix A

### On-Site Supervision of Students Procedures

---

#### 1. Introduction

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

#### 2. Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.45am 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/carers on a regular basis via Capers. Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.

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

Yard duty staff members will have immediate access to basic first aid supplies.

There will be a Level 2 first aid trained staff member/s for additional support if required in the sick bay.

Casual Relief Teachers will be responsible for the yard duty of staff members they are replacing – but they are not required to undertake yard duty before or after school, so swaps may need to be arranged.

Staff members are required to wear hats from the start of Term1 to April and from September to the end of the school year, in accordance with the Sun Smart Policy.

If a teacher is called away to other duties, alternate supervision arrangements will be put in place in consultation with the Assistant Principal/Principal.

Staff on yard supervision, where appropriate, should approach unknown people in the yard, or notify staff in staffroom and/or office for assistance if the unknown person is not wearing a visitor badge, or if they feel there is a threat to staff or students.

Yard duty teachers will monitor the yard for any hazards, notifying office for any assistance where required.

Corridors and stairs will be supervised by staff when children are moving to and from breaks and whole class activities.

An inclement weather or extreme heat, indoors supervision timetable will be observed by teachers when children do not go out in the playground during breaks.

### **3. 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 team meetings.

### **4. Unauthorised student departure from school**

When a student departs from the school (following initial attendance) without authorisation, the parent/carer 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).

### **5. 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 on the Compass Portal 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 out side of normal dismissal time.

### **6. Arrangements for students not collected after school**

Parents/carers 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 Out of School Hours Care

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/carer 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 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.

### **7. Arrangements for student supervision on excursions**

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