



ON-SITE 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 usually 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 or nominee 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.

Aims:

- To ensure all teachers assume responsibility for student care and that they are confident, skilled and proactive in the management of student safety.
- To develop processes and protocols that are clear and well known to ensure the effectiveness of student care arrangements for student safety.

Implementation:

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.
- Parents/carers are 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.
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning, unless they are attending the OSHC program. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period, unless they are attending the OSHC program. This information should be clearly provided to parents/guardians on a regular basis, via the school newsletter, website, or Parent Information booklets or sessions.
- Although children are expected to attend school daily, there may be times when parents/carers require their child to leave the school grounds to:
 - go home for a particular reason
 - be dismissed early from school to attend an appointment.Parents should record these requests in writing to the class teacher and/or principal.
- The school has a process to authorize these requests and maintain accurate records of student attendance.

PROCEDURES

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.

The supervision of the arrival and departure of any school contract buses used for excursions and camps will be the responsibility of the teachers supervising that activity.

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 also provide staff supervision for students after school between 3.20pm and 3.35pm. Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods. 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.

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.

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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 in hard copy, at staff meetings and via the staff noticeboard. The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. 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.

On days of extreme weather, students will be supervised in classrooms, using a modified duty roster.

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 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 3:35pm 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. In order to provide supervision for an uncollected student, s/he may be taken to the OSHC program and the cost for this is the parent/carer's responsibility.

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 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 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.

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

References:

Links which are connected with this policy are:	DET Student Supervision & Access guidelines: http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervisionaccess.aspx DET School Policy & Advisory Guide http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx
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Evaluation:

This policy will be evaluated on a 3 year review cycle.

Key Person responsible for development of the Policy: Principal

This policy was last ratified by School Council in....	JUNE 2015	
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