



## *ON-SITE SUPERVISION POLICY & PROCEDURES*

### 1 Policy Statement

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The Adverse Weather Policy will be implemented during wet weather and times of extreme heat, cold and wind.

The school will normally satisfy the duty of care for the on-site management of students outside of 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.

### 2 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.

### 3 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

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.

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



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

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

### 4 Links and Appendices (including processes related to this policy)

Links which are connected with this policy are:

- [DE&T Student Supervision Policy](#)

Appendices which are connected with this policy are:

- Appendix A: On-Site Supervision of Students Procedures

### 5 Evaluation

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



## ON-SITE SUPERVISION POLICY & PROCEDURES

### 6 Appendix A: On-Site Supervision of Students Procedures

#### 6.1 Introduction

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.

#### 6.2 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.*

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.

#### 6.3 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. Details of the roster are communicated to teachers via email and via the whiteboard in the staffroom.

#### 6.4 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).

#### 6.5 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 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.

#### 6.6 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.



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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 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.

### *6.7 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 DE&T School Policy & Advisory Guide, depending on the nature and location of the school activity.

Please refer to the Moreland Primary Camp Policy and Procedures and Excursion Policy and Procedures for the staff to student ratios.