

Policy Number	Ratification Date	Reviewed	Review Date
34	2017	2017	2020



# ONSITE SUPERVISION POLICY

## **Rationale**

This policy has been developed to ensure students are adequately supervised in the school yard.

## **Guidelines**

As part of its duty of care the school is required to adequately supervise students for a defined period before school, at recess, 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.

## **Yard Duty**

The school will provide staff supervision for students arriving before school between 8.45am – 9am.

The school will provide staff supervision for students after school between 3.30pm-3:45pm.

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

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 via email. Any changes are communicated through the daily staff bulletin emailed by the Assistant Principal prior to the start of school each day.

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.

## **Outside of the School**

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

## **Parent Responsibilities**

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 receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- go home for lunch
- to attend an appointment during school hour

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.

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

## **Unauthorised Student Departure**

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 (24 hour service) and the local police.

## **Authorised Student Departure**

### **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.

## **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.

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. Students will be booked in to OSH if enrolled and parents will incur this cost.

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.

## **Arrangements for students 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.

Ratified at School Council