

On Site Supervision of Students Policy



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9802 0663 for support.

Rationale

Adequate supervision of students in the school yard is a requirement of the school's duty of care. Weeden Heights Primary School (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 ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at the school including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

1. Guidelines

1. 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
2. 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
3. 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/carers on a regular basis
4. Parents/carers may require their child to leave the school grounds to attend an appointment. It is important the school has a process to authorise these requests and accurate student records are maintained.

Before and after school

The school's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. The school community is regularly informed of the precise times during which the school's grounds will be monitored in the school newsletter each term, and in information manuals.

Parents and carers should not allow their children to attend school outside of these hours as children will not be supervised. The school's Out of School Hours Care service (OSHC), After the Bell, provides before and after school care should parents require supervision out of school hours. Families are encouraged to contact the program for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- Advise of the supervision arrangements before school.
- Request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- Attempt to contact the parents/carers.
- Attempt to contact the emergency contacts.
- Place the student in an out of school hours care program (if enrolled and at the parents expense).
- Contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

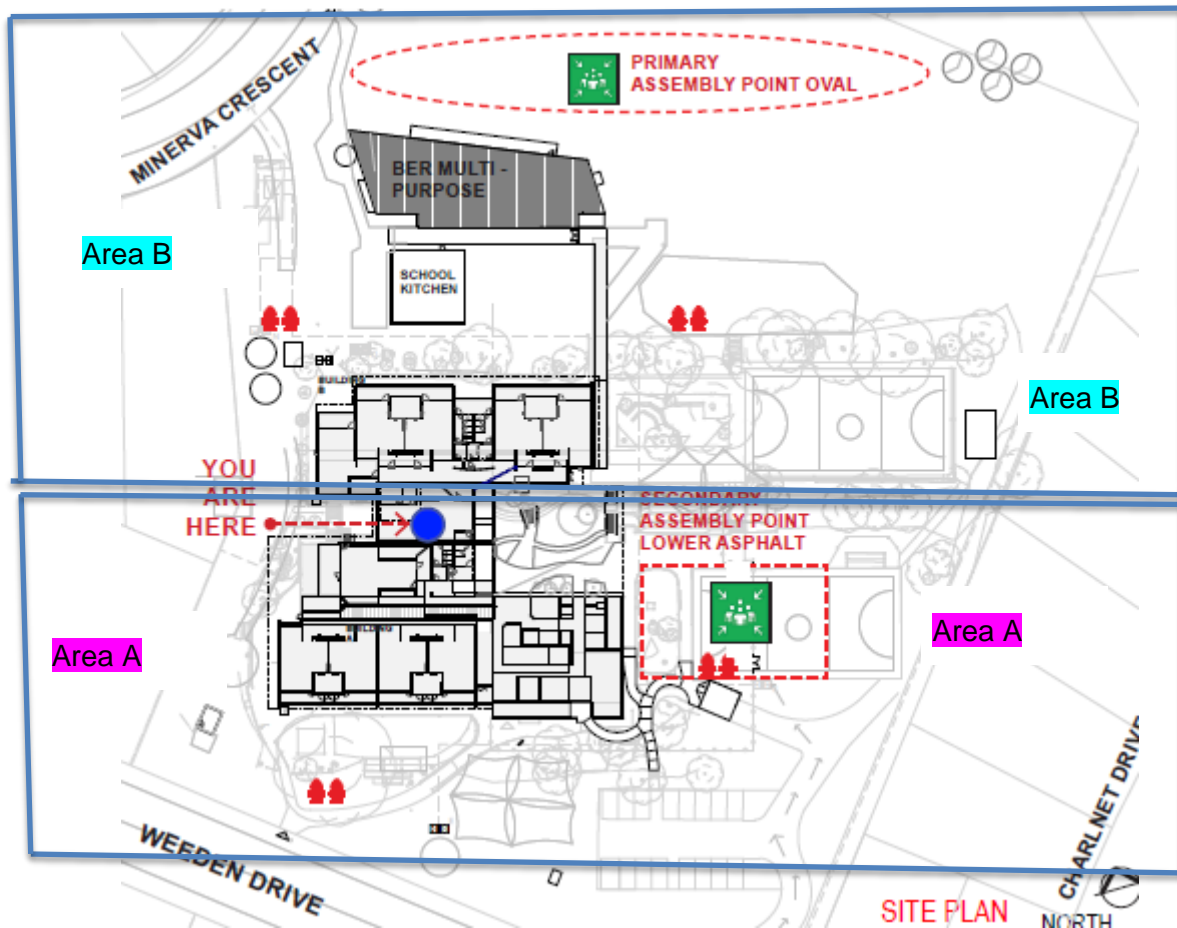
School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

All staff at the school are expected to assist with yard duty supervision and will be included in the weekly roster.

The Daily Organiser/Principal is responsible for preparing and communicating the yard duty roster on a regular basis. School staff will be designated a specific yard duty area to supervise.

There are designated yard duty areas for our school:



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in individual classrooms and a few in the First Aid room.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- Methodically move around the designated area and be alert and vigilant.
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement and Wellbeing policy.
- Ensure that students who require first aid assistance receive it as soon as practicable.
- Log any incidents or near misses as appropriate:

- For students – in CASES 21
- For teachers – on Edusafe website
- If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should alert this to the Principal and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

2.3 Classroom

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the joining classroom for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

2.4 School activities

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities (including camps and excursions). This also includes when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

2.5 Early entry or exit from school

- The school must receive written or verbal permission from a parent/guardian before the school will authorise a student to be dismissed to attend an appointment during 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 School Administration Office and completed for all students departing the school early. They need to be signed out by a parent, guardian or a nominated emergency contact, as updated.
- Students arriving late (after 9am) must also be signed in by a parent/guardian at the main office and record the late arrival on the sign in sheet.

3. Resources

3.1 The On-site Supervision of Students policy is underpinned by:

- Child Safe Policy
- Duty of Care Policy
- First Aid Policy
- Health Care Needs Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

Policy review and approval

Policy last reviewed	22 July 2024
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community
Approved by	Principal
Next scheduled review date	21 July 2028 <i>Mandatory review cycle for this policy is 3-4 years.</i>