



# ON-SITE SUPERVISION

## POLICY

### **Rationale:**

- Adequate supervision of students in the school yard is a requirement of the school's duty of care.
- The school will 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 arrangement 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.

The on-site supervision requires not only protection from known hazards, but also protection from those that, 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.

Parent/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 authorise these requests and accurate student's records are maintained.

### **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

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 departures of the buses
- 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 students 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 the bus, or from unruly student behaviour when boarding or alighting from the bus.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning (8.40am). Parents/carers are encouraged to pick up their child by the end of the designated end of the day supervision period (3.35pm).

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

- Go home for lunch
- To attend an appointment

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 the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

**This policy is to be read in conjunction with the schools ‘Duty of Care Policy’**

**Links and Appendices (including process related to this policy)**

Links which are connected with this policy are:

[DEECD student Supervision Policy](#)

Appendices which are connected with this policy are:

Appendix A: On Site Supervision of Student Procedures

**Reference:**

This policy has been developed in conjunction with the DEECD’s School Policy and Reference Guide.

<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

**Evaluation:**

To be reviewed as part of the school’s three year review process.

This policy was last ratified by School Council on....

**June 2015**

## **APPENDIX A**

### **On-Site Supervision of Students Procedures**

#### **Introduction**

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfils its duty of care to its students in terms of onsite supervision.

#### Supervision before and after school

- The school will provide staff supervision for students arriving before school between 8.40am and 9.00am
- The school will provide staff supervision for students after school between 3.20pm and 3.35pm
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- 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.

#### **Supervision at recess and lunch time**

- Students are required to be adequately supervised during recess and lunch time. 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 staff meetings, daily bulletin and via the staff noticeboard
- For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:
  - Written parent/guardian requests for students under 18

#### 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 students safety or the safety of others, immediate contact will also be made with the police and Departments 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 to be kept in the Administration Office and completed for all students departing the school early. Details will include the students 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.
- 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 neighbour, 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 Departments policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.