



## Onsite Supervision of Students Policy

### 1. Rationale

Adequate supervision of students in the school grounds is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the onsite 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 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. The duty extends to intervention in single-sex areas if necessary by a teacher of the other gender.

### 2. Purpose

To provide adequate and appropriate supervision of students while at school.

### 3. Guidelines

DET Guidelines : the Principal and teachers at Camberwell South Primary School are expected to maintain a high standard of care in relation to its students. The duty requires the principal and teachers to take all reasonable steps to reduce risk, including:

- provision of suitable and safe premises
- provision of an adequate system of supervision for a defined period before school, during class time, at recess time, lunchtime and after school, ensuring that:
  - school supervision is provided for a minimum of 10 minutes before and after school
  - parents/guardians are regularly informed about supervision available before and after school
  - sufficient teachers are available to supervise the departure of students at the end of the school day
  - teachers supervising departures are not to be called away for other duties without alternate supervision being arranged
- implementation of strategies to prevent bullying
- ensuring that medical assistance is provided to a sick or injured student
- following the guidelines as outlined by DET as provided by both links below.

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>

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

### 4. Implementation Program

- The school day begins at 8.45 am and finishes at 3.15pm.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- A yard duty roster will be used to timetable staff members for yard supervision

#### **Supervision during teaching and learning**

- Classroom and specialist teachers are responsible for the supervision of students with whom they are working at all times, as outlined in the Duty of Care Policy and guidelines from DET.
- In the case of parent supported activities or programs, the parents will require to have a 'Working with Children' (WWC) check and be under the supervision of a teacher.
- Visiting professionals are responsible for the supervision of the student / students with whom they are working, as outlined in the Duty of Care Policy and guidelines from DET.

## **Supervision before and after school**

- The school will provide staff supervision for students arriving before school between 8.30 and 8.45am
- The school will provide staff supervision at the front of the school on Peate Ave, for students after school between 3.15pm and 3.30pm. Students who are waiting for parent pick up after 3.30pm will be brought into the foyer area of the administration building where parents can collect them.
- Parents/guardians will be informed regularly via the newsletter of the yard supervision times before and after school for Camberwell South Primary School.
- Parent/guardians are discouraged from sending their children to school before the designated supervision time in the morning. Parents/guardians are encouraged to pick up their child by the end of the designated end of the day supervision period.
- Camp Australia will offer an onsite before and out of school hours care (OSHC) program.
- Parents will be strongly encouraged to access this program when child care is required pre and post yard supervision out of school hours.

## **Supervision at Recesses and Lunch time**

- During recess and lunchtime, three staff members will be timetabled to supervise three specific areas of the playground. Each of the staff members will wear a green fluro vest for students to easily locate staff.
- The three staff members will be required to carry an orange bag which includes:
  - Basic first aide materials to administer minor first aid
  - A folder and pen to record playground incidents.
  - An emergency alert card to be sent to the office with a student when extra support is required in the playground by the teacher on yard duty.
  - A red laminated sheet outlining procedures to assist in trouble shooting playground behaviors.
- Yard duty staff members will monitor and respond appropriately to student behavior in accord with school policies.
- Casual relief teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by leadership.
- A trained nurse / level 2 first aid trained staff member will be responsible for supervision of the first aid room from 10.25 – 2.00 pm, Monday to Friday.
- In the times that the nurse is not present a level 2 trained staff member will be available to manage the first aid room.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member or discuss with matter with the co-ordinating teacher.
- In accordance with the school's Sunsmart policy all staff must wear wide brimmed hats during Terms 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard or alternatively seek assistance.

## **Student Absence**

- Teachers will mark the attendance roll using an online system. When a student is marked absent, a notification will be electronically sent to parents requesting an explanation of the absence which will then be referred back to the classroom teacher.

## **Unauthorised Student Departure from School**

- When a student departs from the school without authorisation, the parent / guardian will be informed immediately.

## **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.
- No student will be sent home on their own outside of normal dismissal time.

## Arrangements for Students not Collected after School

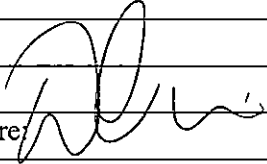
- Parents / guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and / or the collection of students is the responsibility of parents / guardians. Students remaining in the school yard or the front of the school awaiting collection after 3.30pm will be directed to the office waiting area.
- If it becomes known that a student 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 at the school.

### 5. Evaluation

- Monitor changes to DET regulations regarding Onsite Supervision of Students.

### 6. Review

A committee of staff will review the Onsite Supervision Policy every three years. The review will ensure that the school's programs and procedures are adequately reflecting Statewide curriculum developments and the changing needs of the Camberwell South community.

| Ratified by:        | Date          |   |
|---------------------|---------------|---|
| Education Committee | 15/4/15       |   |
| Staff               | 26/3/15       |   |
| School Council      | 29/4/15       | Name: Will Collie Signature:  |
| Review Date         | Term 1 - 2019 |   |