



Date written: 2001
School Council Ratified: 16TH Oct 2017

Date reviewed: 2017
Next review: 2019

**This policy has been developed by members of School Council.
This includes both parent and DET representatives.**

PURPOSE

The supervision of students is a major function of our school. The safety of students is dependent upon all members of our school community fulfilling their specific responsibilities:

- Primary students must be supervised at all times during school hours and whilst on school related activities that may extend beyond school hours.
- All teachers should accept responsibility for the supervision of all students.
- This duty extends to intervention in single-sex areas if needed by a teacher of the other gender.
- Responsibility for the supervision of students may be delegated to other adults who have been approved by the Principal, e.g. those involved in classroom assistance, tutoring groups, excursions, camps etc.
- It is imperative that supervision be constant, thorough and meaningful.
- Supervision is to be provided for a minimum of ten minutes before the start of school. At the end of the day, sufficient teachers are required to adequately supervise the departure of students.
- This policy should be read and implemented in conjunction with our Emergency Procedures, First Aid and Sun Smart Policies.

IMPLEMENTATION

Our school ground will be supervised from 8.45 a.m. until 3.45 p.m. Our school does not accept responsibility for students before or after these times, or on days that our School is closed to students.

Unsupervised children will be placed into the before or after school care at the expense of the parents/carers.

Teachers must supervise students in their classrooms and when moving to and from different areas of our school.

In determining whether supervision of students entering or exiting our 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 getting off and boarding the bus at our school.
- The age of students getting off or boarding the bus.
- The times of the arrival and departure of the bus or buses.
- The location of the pick-up and drop-off points in relation to the other areas of our school.
- Whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or getting off the bus.

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 our school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

Our School must receive written permission from a parent/carer before our School will authorise a student to be dismissed to attend an appointment during school hour.

Students must be signed out of our 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 our School early.

Each teacher will be required to do yard duty at recess and lunch breaks as set out in the yard duty roster.

The prime responsibility of the yard duty teacher is to ensure that the students' actions are safe, sensible and fair, and at all times reflects the Student Code of Conduct.

Yard Duty teachers must at all times act as role models to students, e.g. in demonstrating desirable Sun Smart behaviour.

A teacher nominated by the Principal will prepare the yard duty roster.

The yard duty roster will be made available to all staff.

The yard duty coordinator must be notified of any changes to the yard duty roster.

Teachers on yard duty will supervise the area of the yard as designated on the yard duty roster. This will include toilets, playground equipment, perimeter fences, ovals, the car park and building surrounds as appropriate to the designated area.

Students will not be dismissed before the bell.



Students who arrive late unaccompanied by an adult will be issued with a notice from the office notifying the parents/guardians of the time of arrival.

Students should not be allowed to remain in rooms without direct teacher supervision.

When the weather is unsuitable for the students to go outside during breaks, they will remain in classrooms. On these occasions a specific indoor duty timetable will take effect.

In the event of an accident, the injured student will be referred to the First Aid Officer.

In the event of an accident or emergency the Teacher in Charge will be responsible for the administration of first aid, and will contact parents/carers as appropriate. In the event that parents/carers cannot be contacted, the Teacher in Charge will follow first aid and emergency policies as set out by the school.

Supervision for educational excursions, incursions, camps and swimming will be based on the DET recommendations for teacher/student ratios, and must be approved by the Principal. These ratios will be set in light of the venue and activities to be undertaken.

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

Parents/guardians will be informed as to when supervision is available before and after school. They should also be made aware that outside these times, supervision and/or the collection of students is the responsibility of the parents/guardians.

Note: When a student departs from our School (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

RESOURCES

- Timetables provided for all teachers, and prominently displayed in staff room.
- Provision at office of Sign In/Out Register and all notices regarding late arrivals and early departures.

REFERENCES

- Appendix A – Onsite Supervision Procedure
- DET Student Supervision Policy
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx>

EVALUATION & REVIEW

The Greenhills Primary School Supervision Policy will be reviewed **annually** or more often if necessary due to changes in regulations or circumstances as per School Council Policy and School Council will evaluate its relevance in line with DET guidelines and community expectations as represented by parent members on School Council.



Appendix A

On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in Greenhills Primary School fulfils its duty care to its students in terms of on-site supervision.

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.

This information is provided to parents/guardians on a regular basis via our School newsletter. 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

If a teacher is called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

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 in defined areas of Our School grounds during these times.

Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

Parent/guardian requests for students who seek to leave the school premises during lunch or recess, must follow sign in/out procedures.

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).



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 school, remains at 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.