

On-site Supervision of Students Policy

RATIONALE

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

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 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.

AIM

- To vigilantly provide a safe environment for all our students.

IMPLEMENTATION

- A roster system will be used to timetable staff members for yard supervision. The Principal will nominate a staff member to be responsible for creating and maintaining this roster.
- Yard supervision will include recess and lunch breaks. Students at school before and after class times will be adequately supervised.
- Staff members will be provided with a bag containing basic first aid supplies. This must be carried at all times when on yard duty.
- Casual Relief Teachers will be responsible for the yard duty of staff members they are replacing.
- 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 the matter with the Principal or Deputy Principal.
- Staff members are required to wear hats during terms 1 and 4, in accordance with the Sun Smart Policy.
- 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
 - designated pick up and drop off areas
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- Duty staff will supervise the arrival and unloading of the school contract buses in the morning.
 - Classroom staff will be responsible for the safe departure of their students in the afternoon.
 - Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning.(8:45 am)
 - Parents/carers are encouraged to pick up their children by the end of the designated end of day supervision period.(3:15 pm)
 - 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.

EVALUATION

The program and policy will be reviewed as part of the school's three-year review cycle to ensure that:

- the aims of the policy are appropriate to the needs of the school population
- appropriate and sufficient resources are available
- the policy reflects the School Strategic Plan

Ratified by School Council 19/03/2014

Last reviewed August 2018

