



Mernda Primary School 0488

On Site Supervision of Students

AIM:

Adequate supervision of students is a requirement of the school's duty of care. The school will usually satisfy the duty of care for the on-site management of students, outside normal timetabled class time, by allocating supervision responsibilities to staff. The principal or nominee is responsible for making and administering supervision arrangements. 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.

- 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.
- Parents/carers are 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.
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning, unless they are attending the OSHC program. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period, unless they are attending the OSHC program. This information should be clearly provided to parents/guardians on a regular basis, via the school newsletter, website, or parent information booklets or sessions.
- Although children are expected to attend school daily, there may be times when parents/carers require their child to leave the school grounds to go home for a particular reason or be dismissed early from school to attend an appointment. Parents should record these requests in writing to the class teacher and/or principal. The school has a process to authorise these requests and maintain accurate records of student attendance.

PROCEDURES:

- 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.
- The supervision of the arrival and departure of any school contract buses used for excursions and camps will be the responsibility of the teachers supervising that activity.
- Yard duty staff members will be provided with a folder containing basic first aid supplies, and a fluorescent vest to aid visibility.
- Yard duty staff members are required to keep a record of individual student behaviour should it require any follow up procedure.
- Staff on yard supervision must approach intruders or unknown people in the yard to ensure they have a visitor pass.

Classroom Supervision

- It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers (At law, the Duty of care cannot be delegated)

- It is not appropriate to leave students in the care of external education providers for example incursions (At law, the Duty of Care cannot be delegated)
- In an emergency situation use the phone for the Principal or Assistant Principal or contact the teacher in the next room (if appropriate – send another student for assistance)
- No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a colleague's classroom, or to the Assistant Principal or Principal. This should be accompanied by documentation and appropriate follow up. The teacher, Principal or Assistant Principal is to be contacted first to alert them that the student is on their way.

Movement of Students

- Care needs to be taken in allowing students to leave the room to work in other areas of the school.
- Use of students as monitors outside the room during class time must only occur with the approval of the Principal or Assistant Principal
- Discretion is to be used when allowing students to visit the toilet during class time.

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 also provide staff supervision for students after school between 3.15pm and 3.30pm.
- 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.
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians. This information is provided to parents/guardians on a regular basis via the school newsletter. Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.

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 the school grounds during these times.
- On days of extreme weather, students will be supervised in classrooms, using a modified duty roster.

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 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. 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 3:30pm 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. In order to provide supervision for an uncollected student, s/he may be taken to the BASC program and the cost for this is the parent/carer's responsibility.
- 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 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 neighbor's, if known, and members of the school community.

EVALUATION:

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in
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17/11/19
