



Southern Cross Primary School

ON-SITE SUPERVISION OF STUDENTS POLICY

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POLICY STATEMENT

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

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.

It is essential parents/carers are kept 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. This information should be clearly provided to parents/guardians on a regular basis.

Parents/carers may require their child to leave the school grounds to:

- attend appointments during school time
- be dismissed early from school to attend an appointment

It is important the school has a process to authorize these requests and accurate student records are maintained.

IMPLEMENTATION

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.

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 the 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
- 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.
- 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 be regularly informed via the school's newsletter, the times when staff members will be rostered to undertake yard supervision before and after school each day.
- If departing prior to dismissal time, students must be signed out by an authorised adult.
- A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Supervision at Recess 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.
- Details of the roster are communicated to teachers at staff meetings and via the staff pigeon holes.
- Changes to the daily duty roster will be communicated to staff before 9.00am.
- 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, class, 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 an authorised person 18 years and over.
- No students will be sent home on their own outside of normal dismissal time.

Arrangements for Students Not Collected After School

- Supervision and/or the collection of students after 3.45pm 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/carers, 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.

Arrangements for Student Supervision on School Camps and Excursions

- The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.

EVALUATION

This policy will be reviewed by the Principal in consultation with the Consultative Committee, every four years, or sooner if required.