



## ON-SITE SUPERVISION OF STUDENTS POLICY



### Purpose

To ensure school staff understand their supervision and yard duty responsibilities.

### Scope

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Foster Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

### Policy Statement

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

The school will 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.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

### 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 within school hours to:

- go home
- to attend an appointment
- Attend an external lesson (music, dance etc.,)

Students must be signed out of the school if departing prior to dismissal time, parent/carer is required to sign out the student at the office. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

Children who arrive late at school are required to sign in at the office once they arrive.

A form must be completed and returned to the office by parents of students wishing to attend regular off-site music lessons and these parents are responsible for the safety and supervision of their children to and from our school.

### **Yard Duty Program**

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.

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
- 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 alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from 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 the school's newsletter, Face Book page and Compass the times when teaching staff will be rostered to undertake yard supervision before and after school each day.

### **A parent/guardian will be informed immediately where:**

- a student is not accounted for as part of the morning class roll call
- a student departs from the school (following initial attendance) without authorisation.

**This policy is to be read in conjunction with the school's ['Duty of Care Policy'](#), ['Child Safe Policy'](#) and ['Risk Assessment Policy.'](#)**

### **LINKS AND APPENDICES (including processes related to this policy).**

Links which are connected with this policy are:

[DET Student Policy](#)

Appendices which are connected with this policy are:

Appendix A: On-Site Supervision of Students Procedures

## **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

## **Appendix A**

### **On-Site Supervision of Students Procedures**

#### **Introduction**

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfills 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 8.30am and 8.55am.

The school will provide staff supervision for students after school between 3.15pm and 3.30pm.

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.

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office/ fellow teacher for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

#### **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, daily bulletin and via the staff noticeboard.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored outside the staff room.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant;
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard;

Ratified by School Council May 2020. School Council may change this policy due to pandemic situations. Parents will be notified accordingly.

- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in Foster Primary School's *Student Engagement and Wellbeing* policy;
- ensure that students who require first aid assistance receive it as soon as practicable;
- log any incidents or near misses as appropriate i.e. in a Yard Duty Book
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the Principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.
- If the supervising staff member needs to leave yard duty during the allocated time, they should contact the Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.
- If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/ Principal and not leave the designated area until a replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

### Designated Yard Duty Areas

The designated yard duty areas for Foster Primary School as at Term 2, 2020 are:

Zone	Area
Junior Area	Junior Playground, Sand pit area, bus shelter
Mixed Area	Basketball Court Area, Pavilion, Rear climbing frame near chooks
Senior Area	Oval, Senior Playground

### Unauthorised Student Departure from School

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian must 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.

- Parents/carers are permitted to take students directly from the classroom only with a Passtab print out from the office.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own out side 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.

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, the school will contact the police or the Department of Health & Human Services 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.

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Related Documents

[Student Engagement and Wellbeing Policy](#)