



On-Site Supervision Policy

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. 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 to:

- go home for lunch
- be dismissed early from school to attend an appointment

The school has an Early Leavers/Late Arrivals register at the office. Parents may use this, or via electronic communication (email, Tiqbiz).

PROGRAM

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include before school (from 8.45), recess (2 shifts 11.00-11.15, 11.15-11.30)and lunch breaks (1.40-2.05 and 2.05-2.30), and after school (3.30-3.45). Alternative arrangements for wet and extreme weather days is also listed on the yard duty roster. The roster also makes provision for First Aid coverage.

There is no school bus service.

Buses for sporting and other events may enter through Trevallyn Close or Burley Street. Staff will escort the children across the street.

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 at the beginning of each term the times when staff members will be rostered to undertake yard supervision before and after school each day.

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.

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

[DEECD Student Supervision Policy](#)

Responsibility: Principal, Assistant Principal and school leadership team.

Ratified at School Council: 12th August 2014

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