

## On-Site Supervision Policy & Procedures

Date: May 2016

### 1. Rationale

Adequate supervision of students in the school yard is a requirement of the Williamstown North Primary 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 supervision responsibilities to staff.

### 2. Aims

This policy aims to ensure that:

- Adequate and appropriate supervision of students in the school yard is provided.
- Parents/guardians are clearly informed of the school's on-site supervision and early dismissal/departure procedures and are aware of their responsibilities in this context.
- A process is in place to authorise the early departure of students and maintain accurate records of student attendance.

### 3. Policy Context

This policy has been developed within the context of the *Supervision and Duty of Care* policies and guidelines, prepared by the Department of Education and Training, which articulates its approach to ensuring schools understand and satisfy their duty of care in supervising students.

### 4. Implementation

#### 4.1 Responsibilities

##### ***Principal and Teacher Responsibilities***

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.

##### ***Parental/Guardians Responsibilities***

Parent/Guardians are responsible for supervision and collection of their child/ren outside the designated supervision time.

Parents/Guardians are strongly discouraged from sending their children to school before the defined supervision time in the morning (8:45am). Parents/Guardians are required to pick up their child by the end of the day supervision period (3:45pm).

#### **4.2 On-site supervision within normal school hours**

As part of its Duty of Care, the school is required adequately to supervise students for a defined period before school, at recess time, lunch time, and after school. "Yard 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/Guardians will be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

#### **4.3 Supervision entering or leaving 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; and
- designated pick up and drop off areas.

#### **4.4 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.
- The school principal or nominee will allocate sufficient teachers 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 nominee.

#### **4.5 Supervision at recesses and lunch time**

- Students are required to be adequately supervised during recesses and lunch times.
- The school principal or nominee will allocate sufficient teachers 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 nominee.
- When raining, or during extreme weather conditions, children will be supervised in their classrooms during recess and/or lunchtime.

#### **4.6 Yard Supervision Arrangements**

In order to ensure that students are adequately supervised, a 'Yard Supervision Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during the designated supervision times.

Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

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 supervision staff members will be provided with a folder containing basic first aid supplies, portable telephone 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.

#### **4.7 Classroom Supervision**

It is not appropriate to leave students in the care of ancillary staff, parents or trainee teachers.

It is not appropriate to leave students in the care of external education providers for example Incursions.

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.

#### **4.8 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 or to undertake an errand and/or responsibility as a monitor. Any students leaving the classroom during class time, will always be accompanied by a buddy nominated by the teacher.

#### **4.9 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).

#### **4.10 Early departure of students prior to dismissal time**

Students must be signed out of the school at the administration office 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, year level, the time of departure and the name of the person collecting the student.

- No parents/guardians are permitted to take students directly from the classroom.
- 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.

#### **4.11 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 3.45pm 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/guardian, or the emergency contact person identified by the parent/guardian in the school records.

In order to provide supervision for an uncollected student, he/she may be taken to the Out of School Hours Care (OSHC) program and the cost for this is the parent/guardian's responsibility.

Where all reasonable attempts have been made to locate the parent/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 Health and Human Services to arrange for the care and protection of the student.

### **5. References and Related Policies**

Department of Education and Training. *Supervision and Duty of Care* policies and guidelines.

*WNPS Student Engagement Policy and Procedures*

### **6. Evaluation and Review**

This policy shall be reviewed as part of the WNPS' cyclical policy review process conducted by school council and updated if required.

This Policy was ratified by School Council on 25 May 2016.