



Huntingdale Primary School

Kindness, Courage, Personal Best and Creativity

Onsite Supervision of Students policy

RATIONALE:

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.

AIMES:

To provide adequate and appropriate supervision of students in the schoolyard
Implementation

IMPLEMENTATION:

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.

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

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

The organisation OSH Club offers an onsite before and out of school hours care program. Parents will be strongly encouraged to access this program when child care is required pre and post yard supervision out of school hours.



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.

On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in the schoolyard so the school fulfils 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 8.45am 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.

Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.

Supervision at recesses and lunch time

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that, 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 via the daily bulletin on the staff noticeboard.

An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

The roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school.

Yard duty staff members will monitor and respond appropriately to student behaviour in accord with school policies

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or officer in charge.

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, time of departure and the name of the person collecting the student.

Evaluation:

This policy will be formally reviewed every three years

Certification

This policy was endorsed by School Council at the meeting held on 18 March 2014

Signed.....
Principal

Signed.....
School Council President