



## **ON-SITE SUPERVISION OF STUDENTS POLICY**

### **Policy statement**

Adequate supervision of students in classrooms, corridors and in the school yard is a requirement of Briar Hill Primary School's duty of care.

The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school. 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 or harm.

This supervision requirement not only provides protection from known hazards, but also protection from those that could arise (or could reasonably have been foreseen) and against which preventive measures could be taken.

### **Classroom supervision**

The school will generally satisfy its duty of care for the on-site management of students, during timetabled class time, by allocating responsibilities for supervision to the classroom or specialist teacher. In the absence of the classroom or specialist teacher, a casual relief teacher will be provided to ensure student safety.

Teachers have a duty of care to supervise their students when in classrooms, in corridors and in the school yard.

- Students should never be left alone without adequate supervision.
- Students should not leave the classroom without permission from the supervising teacher.
- Students who leave the classroom should be accompanied by another student, so students always travel in pairs.
- The time spent by students who leave the classroom should be monitored.

### **Schoolyard supervision**

The school will generally satisfy the duty of care for the on-site management of students outside timetabled class time by allocating responsibilities for supervision to a yard duty teacher.

It is the responsibility of the principal or delegate to prepare the duty roster and ensure that each day there is adequate supervision of all play areas.

- Staff are required to wear fluorescent vests and carry a hip bag with first aid requirements.
- They are also required to carry an incident book to record any incidents or events of note e.g. behavioural or social. At the end of recess and lunchtime staff on second half duty are required to stay on the playground until teachers come to take over the supervision of their class.

A roster system will be used to timetable staff for schoolyard 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 will consider a number of factors including:

- which areas and entry/exit points are used by students
- whether any areas and entry/exit points should be designated as out of bounds or supervised
- designated pick up and drop off areas
- road traffic conditions.

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 will be discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers will be encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed about the times when staff members will be rostered to undertake yard supervision before and after school each day, via the school's newsletter and the parent handbook.

Students must be signed out of the school by a parent/carer, if departing prior to dismissal time. A record of early departures is to be kept in the School Office and must be completed for all students departing the school early.

If a student leaves from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately. If the student cannot be located, relevant authorities will also be informed.

### **Links and Appendices (including processes related to this policy)**

This policy is to be read in conjunction with the

- BHPS Duty of Care Policy
- BHPS Camps policy and procedures
- BHPS Excursion Policy
- DEECD Student Supervision Policy

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx#mainContent>

### **EVALUATION**

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

<b>Date Implemented</b>	
<b>Approved By</b>	
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	

## **Appendix A**

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

#### **Introduction**

The processes outlined below provide adequate and appropriate supervision of students, so the school fulfills its duty care in terms of its on-site supervision of students.

Teachers will be allocated by the school principal to supervise students at all times. Should a teacher be called away to other duties, alternate supervision arrangements will be put in place, in consultation with the principal.

#### **Supervision before and after school**

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am, and after school, between 3.30pm and 3.45pm.

This information will be provided to parents/guardians on a regular basis via the school newsletter and the parent handbook. Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.

#### **Supervision at recesses 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, the staff bulletin and via the staffroom noticeboard.

#### **Unauthorised student departure from school**

If 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, or the student cannot be located, 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**

All parents/carers must report to the School Office, and all students must be signed out of the school if departing prior to dismissal time.

A record of early departures will be kept in the School Office, and will be 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. A pass will be issued to the class teacher, to indicate that the student has been signed out.

No parent/carer is permitted to take students directly from the classroom.

Students may only be collected by a parent, or by another adult who has been authorised by that parent, to pick up the child.

Prior written authorisation, or verbal authorisation, directly from a parent, should be provided to the school office. Teachers will then be informed.

If the authorised person is not known to the school, photographic verification of identity (e.g. a driver's licence) must be provided to the school office, before the child is picked up.

No students will be sent home on their own outside of normal instructional time.

#### **Arrangements for students not collected after school**

Parents/carers 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/carers.

Students remaining in the school yard, awaiting collection after 3.45pm, will be directed to the office waiting area (the 'green seats').

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, the child will be placed in Outside School Hours Care. Attempts will then be made to contact the parents/carers, or the emergency contact person identified by the parent/carer in the school records.

Where all reasonable attempts have been made to locate the parents/carers, and the emergency contact persons, and the time is well beyond a reasonable time for collection (at the closure time of the Outside School Hours Care service), 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 DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.

Refer to the

- BHPS Duty of Care Policy
- BHPS Camps policy and procedures
- BHPS Excursion Policy
- DEECD Student Supervision Policy

(<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx#mainContent>)