

Yarra Ranges SDS

ON-SITE SUPERVISION OF STUDENTS POLICY

POLICY STATEMENT

Adequate supervision of students at all times including but not limited to in the classroom, on excursions, in the school playground, when moving around the school etc 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 classroom staff with the support of their section team. A thorough risk assessment for recess and mealtime breaks will be conducted annually and reviewed by the leadership team and OH&S committee.

Our school has a commitment to zero tolerance of child abuse. We support and respect all children as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

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.

Rationale:

- Recess and lunchtimes are an extension of the students' programs. Playtimes provide children with opportunities to develop communication, physical, sensory and creative play skills, as well as providing unique experiences for children to develop relationships, friendships and personal awareness.
- Some students may need the time to relax / be quiet; others may require active engagement in a challenging outdoor learning environment.
- Students have a right to equal access to play opportunities.
- All students and staff have a right to be safe.

GUIDELINES

As part of its duty of care the school is required to adequately supervise students for a defined period before school 8:45 am until 9:00am; at recess time and lunch time; and after school (3:00 until 3:15pm).

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 bringing their child to and/or from school sign in and out in the diary at the front office
Parents/carers taking a child to an appointment sign in at the front office and advise transport officer

It is important the school has a process to authorize these requests and accurate student records are maintained.

PROGRAM

Playground supervision will be undertaken by classroom staff with section team support

One person from each classroom must be on playground duty at all times. Wherever possible classes are to work together with their neighboring class to organise duties.

Team leaders must ensure that at least two teachers from each section is on duty at both recess and lunch times.

No students are to be placed in the playground without a member of their class unless prior arrangement with the team.

Playground supervision will include recess and lunch breaks.

Full adult supervision of students is required for all YRSDS students entering or exiting the school.

Students arriving by bus will enter the school through the Atrium. Buses will be unloaded two at a time with the students being walk to their classroom by a member of staff. A list of students who can independently walk to their classroom will be established during Term 1. These students may walk to their room independently.

Students accessing buses are to exit the school through the atrium or the gate at the end of room 2.

Students should be taken to their bus by a member of staff.

Students who are brought to school by a parent/carer must enter the school through the front office and the classroom will be contacted and a member of staff will come and collect the student from the parent/carer.

Early Education parents take their child directly to the child's classroom and sign in in the book near the entrance way. No child is to be left in a room without an adult/member of staff present

Students who are collected by parents /carers should wait at the front office. A Staff member may need to stay with them.

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.

The school must receive written permission or a phone call before the school will authorise a student to be dismissed to attend an appointment during 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.

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

This policy is to be read in conjunction with the school's 'Duty of Care Policy'

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Student Supervision 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.

Date Implemented	17/08/2016
Author	Matt Shakespeare
Approved By	School Council
Approval Authority (Signature & Date)	

Date Reviewed	2017
Responsible for Review	Assistant Principal
Review Date	This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.
References	

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 8.45am and 9.00am.

The school will provide staff supervision for students after school between 3.00pm and 3.15pm.

Students being dropped off between 8:45am and 9:00am must be taken to the front office where they will be collected at 9:00am by classroom staff. Students being collected by parents/carers will be brought to the front office by staff at the end of the school day to wait until collected.

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.

Sufficient teachers and/or ES staff 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.

Supervision at recesses and lunch time

Students are required to be adequately supervised during recesses and lunch times.

Rationale:

- Recess and lunchtimes are an extension of the students programs. Playtimes provide children with opportunities to develop communication, physical, sensory and creative play skills, as well as providing unique experiences for children to develop relationships, friendships and personal awareness.
- Some students may need the time to relax/be quiet, others may require active engagement in a challenging outdoor learning environment.
- Students have a right to equal access to play opportunities.
- All students and staff have a right to be safe

Playground supervision

Implementation:

- Staff are required to circulate within the designated area as indicated on the playground duty timetable.
- Staff are required to interact, support communication attempts, respond to student needs and encourage participation in purposeful play.
- Lanyards with Communication materials should be worn by all staff
- Staff are required to be fully aware of and implement behaviour management programs. In some instances it is important to provide feedback to the individual student's classroom teacher and/or to staff at unit meetings.
- The ' Stop. Think, Do ' problem solving strategy is used within the school and many students will be familiar with the words and can be encouraged to consider their actions.
- If a student goes missing from the playground, report this to the office immediately.
- Staff are required to report any injuries accidents and complete accident/incident report as necessary. (See proforma book in Red book).
- All staff under current Employment Agreements are entitled to 30 minute lunch breaks.
- Students are required to wear hats and sunscreen in terms one and four.

Medical Management

Staff on playground duty are to attend to any accidents/injuries in the first instance and assistance to be sought from the nurse on duty. Please see Flow Chart.

Section Team Leaders

- Ensure that a teacher will be on duty in each designated play area for every duty.

Guidelines

- It is the responsibility of all staff to be punctual when reporting for duty.
- The teacher has duty of care for the playground.
- The designated areas for duty are:
Senior/Middle– Inner playground, Outer playground,
Junior – the junior playground.
- It is the responsibility of the duty teacher to remain in the designated play area until all students have returned to class or they are relieved of duty by another teacher.
- Staff encourage/organise students to pack up the play equipment at the end of the play period .
- Gate keys should be carried by all staff
- first aid bag

Guidelines

It is the responsibility of ES staff to be punctual when reporting for duty.

- Staff encourage/organise students to pack up the play equipment.
- The designated areas for duty are:
Senior/Middle– Inner playground, Outer playground,
Junior – the junior playground.
- It is important to report any difficulties, accidents or concerns to the classroom teacher as soon as possible.
- Replacement staff will be given the opportunity to read this policy prior to undertaking their first duty.
- At the beginning of recess, staff are required to remain with students until the duty teacher arrives to take duty of care.
- There are designated areas in the school which may be used on wet weather days. On wet days students may be supervised in their rooms or moved to the designated indoor/undercover play area
- **Juniors** **Verandah areas or Room 12**
- **Middle years** **Gallery**
- **Seniors (plus room 10)** **the Atrium and the area between rooms 1,2 and 3/4**

Unauthorised student departure from school please refer to the Absconding Policy

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.

- No parents/carers 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 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 playground 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/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, 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.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

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.

