

VRQA: Date:
September
2018

MELTON WEST PRIMARY SCHOOL ON-SITE SUPERVISION OF STUDENTS 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.

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

PROGRAM

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

Class supervision will begin from 8:50am for all students and is the responsibility of the designated class teacher. If a Specialist is timetabled in the first hour the supervision for them begins at 9am.

Yard supervision will include before school, recess, lunch breaks, and after school. All supervision at recess/lunchtime is in the yard, or specific clubs unless otherwise arranged with a teacher.

SPECIALIST TEACHERS

- Specialist teachers have the responsibility of collecting students from classrooms in the first hour for specialist classes.
- Classes with specialist after recess and lunch will line up in a designated space negotiated between specialist and classroom teacher.
- Specialists to pick up at 9:00 am, 11:30am and 2:05pm.
- All other times the classroom teacher to pick up.

- Specialist teachers are responsible for walking students back to classrooms at 10:55am and supervising students until 11am.
- Specialist teachers are responsible for walking students back to classrooms at 1:30pm, it is the classroom teachers' responsibility to supervise students eating until 1:35pm.

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

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the Principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the Principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning (8:40am). Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period (3:15pm). Parents will also be informed via the school's newsletter, facebook and skoolbag app the times when staff members will be rostered to undertake yard supervision before and after school each day.

Staff will be on yard duty from 8:40am each morning. Any students arriving to school before 8:40am should attend one of the before school activities such as Rad Readers, Digi-Grow (8:30am) and Breakfast Club at 8:15am.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- go home for lunch
- 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 Reviewed: (School Council Endorsement)	September 10 th 2018
Date of Last Review	September 2018
Next Review Due Date	September 2019
Responsible for Review	Assistant Principal
Frequency of Review	Yearly
References	DET Student Supervision Policy



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 8.40am and 8.50am.

The school will provide staff supervision for students after school between 3.05pm and 3.15pm.

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 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. 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 the following times: Recess 11:00am – 11:30am Lunchtime: 1:35pm -2:05pm.

Details of the roster are communicated to teachers at staff meetings and emails.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately and police notified. No student can depart the school grounds without an authorised guardian signing him/her out and accompanying student out.

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).

Early departure of students prior to dismissal time

Students must be signed out by an authorised guardian 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. If not the parents/guardian then it needs to be a person on emergency contact list and they need to provide a photo identification. If no-one on the Emergency Contact list is available parents can nominate another person who must provide photo identification.
- 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 yard awaiting collection after 3.15pm 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 listed Emergency Contacts for the student 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.

