



**Clayton North Primary School**  
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# On-site Supervision Policy

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## 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, such as in toilets or swimming change rooms, if need be by a teacher of the other gender.

## AIMS

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.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment, prior engagement or family emergency.

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

## IMPLEMENTATION

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 Assistant Principal 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

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

- the number of students boarding and exiting from the bus at the school
- the age of students
- 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

Should parents/carers require their child to be sent to school before the morning supervision time (8:45am), the child(ren) must be sent to the Breakfast Club (from 7:30am onwards). Parents/carers are required to pick up their child by the end of the designated end of day supervision period (3:45pm), unless arrangements have been made for the child to attend Outside School Hours Care.

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 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.

## ON-SITE SUPERVISION OF STUDENTS PROCEDURES

The processes outlined below provide adequate and appropriate supervision of students in the school 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 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 Assistant Principal 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 these times.

Details of the roster are communicated to teachers via email, at staff meetings, Sentral Rosters and via the staff noticeboard in the staff room.

### **Supervision of students by Specialist teachers**

Where a specialist teacher is timetabled to teach a class, it is expected that the specialist teacher will supervise the children for the entire duration of their timetabled class. For example, the specialist teacher is responsible for dismissing the children at the end of the day if they have been timetabled to teach that class. In the case of lunch eating time, it is expected that the home-group teacher return to their classroom from APT at 1:30pm to supervise eating time.

### **For students who seek to leave school premises during lunch or recess**

The parent must be present at the main office and fill out an Early Leave pass. The student will then be called over the PA system to meet their parent at the office. The student and parent must be accompanied by a teacher to the classroom where they can collect the child's belongings and hand the Early Leave Pass to the teacher.

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

When a student departs from the school (following initial attendance) without authorisation, staff must notify admin of the unauthorised departure and make every effort to locate the child immediately. The child's 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 Security Services Unit, telephone 9589 6266 (24 hour service).

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

Students must be signed out of the school by their parent/guardian if departing prior to dismissal time.

A record of early departures is to be kept in the 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 outside 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 3.45pm will be directed to the OSHC building.

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 Camps Policy, Excursions Policy and the DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.

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

## **EVALUATION**

This policy will be reviewed as part of the school's three-year review cycle, in full consultation with all staff.

<b>Date Implemented</b>	Re - Ratified by School Council October 23 <sup>rd</sup> 2017
<b>Author</b>	Brian Mills
<b>Approved By</b>	Staff; School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	October 23 <sup>rd</sup> 2017
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	2020
<b>References</b>	