



# ON-SITE SUPERVISION POLICY



## **Rationale:**

- Adequate supervision of students in the school yard is a requirement of the school's duty of care.
- 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.

## **Aims:**

- To provide adequate and appropriate supervision of students in the school yard.

## **Implementation:**

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before school (from 8.40am), recess and lunch breaks, and after school (until 3.30).
- At our first Staff Meeting of each year, all staff will be provided with a copy of this policy and encouraged to include input towards its modification and/ or implementation.
- At the beginning of each year this policy will be discussed and passed by staff to ensure compliance with industrial agreements.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30 pm each day. 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. A commercial Out of Hours Care Program will be offered.
- The yard supervision roster will require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- ESS staff and practicum teachers may assist with yard duty but they are to be supervised by a teaching staff member who must be on duty at all times.
- An experienced teacher will be responsible for co-ordinating 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 be provided with a fluorescent vest, a bag containing basic first aid supplies, pad and pencil and a red card to be used to alert staff room that extra support is required.
- In addition, Level 2 first aid trained staff members will be responsible for administering first aid during recess and lunch times.
- Yard duty staff members will keep a record of individual student behaviour to be entered into Register of Individual Student contact System. (RISC).
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the Principal, Leading Teacher or Office Staff.
- Staff on yard supervision are to wear a wide brimmed hat from the period September 1<sup>st</sup> until May 1st. The school will provide a hat and sunblock if required.
- Staff must ensure they actively patrol their area and not just monitor a small section.
- Visitors must sign in at the office and wear a visitor/volunteer pass.
- Staff on yard supervision must approach unknown people in the yard and direct them to the office.
- Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have made their way to the classroom before completing their roster.
- All teachers will be in their classroom by 8.45 every day.
- All staff, including specialist staff, are to supervise students before the bell, after recess and lunch.
- All incidental changes to duties to be written on the whiteboard in the staffroom.
- The Duty roster is to be formulated in conjunction with the specialist time-table. Oval duty is to be given to those who have an APT after lunch, if possible. Level 2 First aid trained staff are not to be given duty on the school oval, to ensure close proximity to the building if required for First Aid.
- If a specialist teacher is in charge of a class, and the regular teacher is unavailable, then the specialist teacher is to stay and assist with wet weather supervision.
- Students must be signed out of the school if departing prior to dismissal time.
- No students will be sent home on their own outside of normal dismissal time.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council

Nov 2014