



Natte Yallock P.S. – No 1347

On Site Supervision Policy and Procedures

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 staff. The principal is responsible for making and administering such arrangements for supervision. 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. Given the small number of staff at Natte Yallock Primary School it is anticipated that all staff at any given time are responsible for student safety.

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.
- Parents/carers may require their child to leave the school grounds to:
 - go home for lunch
 - be dismissed early from school to attend an appointment

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.
- 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 from a parent/carer before the school will authorise a student to be dismissed to go home for lunch.

Appendix A

On-Site Supervision of Students Procedures

1. Introduction

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

2. 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 until the departure of the second bus at the end of the day (3.55pm), (unless specifically arranged by parents on a daily basis)

Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

3. 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 nominating a teacher to supervise students in the school grounds during these times.

4. Unauthorised student departure from school

If and when 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, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

5. Early departure of students prior to dismissal time

Parents collecting students early from school are required to notify the class teacher/ Principal that they have done so.

- 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.

6. Arrangements for students not collected after school

Supervision of students outside of these times and/or the collection of students is the responsibility of parents/guardians unless parents have contacted the school personally that they have been delayed. Students remaining in the school yard awaiting collection after the departure of the second bus at 3.55pm will be directed to wait/play in the area in front of the office (under cover play 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.

In the case 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, and at the school.

Updated and ratified by School Council 2018