Rationale
Adequate supervision of students in the school ground is a requirement of the school’s duty of care.

The school will satisfy the duty of care for the onsite 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. Teachers are responsible for carrying out their assigned 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. 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:

- go home for lunch
- be dismissed early from school to attend an appointment

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

Aims
To provide adequate and appropriate supervision of students in the school ground.

Implementation
A roster system will be used to timetable staff members for yard and IRIS room supervision.

Yard supervision will include before school, recess and lunch breaks, and after school.

The yard supervision roster will require staff members to undertake yard duty in an equitable manner.

Supervision of students is the responsibility of all staff.

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

On-Site Supervision of Students Procedures
The process outlined below provides adequate and appropriate supervision of students in the school so the school fulfils its duty of 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 3:15pm and 3:30pm. Before and after school there will be two teachers on duty.

Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am 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 be rostered to undertake yard supervision at 3.15pm each day until 3.30pm. 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 office area by the supervising teacher and parents contacted.

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.

Ball games will be discouraged at the front of the school from 8.45-9.00 am and 3.15-3.30pm due to safety issues.
Supervision at recess and lunch time
A designated teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

The roster will require two staff members to be on duty during lunch and recess at the designated times. Sun smart dress code applies to staff on duty and suitable footwear must also be worn at all times in the yard.

Yard duty staff members will be provided with a bum bag containing basic first aid supplies and emergency cards, and are expected to wear coloured vests for visibility.

Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing, or as negotiated.

Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to organise a replacement with another staff member, or discuss with matter with the yard duty co-ordinator.

Staff on yard supervision must approach intruders or unknown people in the yard to ascertain their purpose.

Students under the Program for Students with Disability will be catered for by Education Support Officer Staff, according to their needs.

Parents are asked to inform the school of the arrangements that they make with their child regarding how they leave the school grounds.

Entry and exit points will be locked between 9:30 and 3:00. Exit and entry is still available through the staff car park and is designated as an out of bounds area.

Students must be signed in or out of the school if arriving or departing prior to dismissal time. A record of late arrivals and early departures is to be kept in the administration office and completed for all students arriving or departing the school late or early.

Students can only be collected by a responsible person 16 years and over, no student will be sent home on their own out of normal dismissal time.

Unauthorised student departure from school
When a student departs from the school (following initial attendance) without authorisation, the parents/guardians 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).

This policy is to be read in conjunction with the school’s ‘Duty of care policy’
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 DEECD School Policy and Advisory Guide, depending on the nature and location of the school activity.

This policy was last ratified by School Council in… Draft