



Onsite Supervision of Students Policy

1. POLICY STATEMENT

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The principal is responsible for making and administering such arrangements for supervision according to the circumstances of the school, and the 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.

Purpose:

- To provide adequate and appropriate supervision of students in the school yard.
- To inform parents/carers as to when supervision of students is available before and after school, and that outside of these times is the responsibility of parents/carers.

2. GUIDELINES

- 2.1 Supervision of students is the responsibility of all staff.
- 2.2 A roster system will be used to timetable staff members for yard supervision.
- 2.3 Yard supervision will include before school, recess and lunch breaks, and after school.

3. IMPLEMENTATION

- 3.1 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.
- 3.2 Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:40 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.
- 3.3 Bus duty and car park duty each morning and afternoon will be performed by the Principal and/or Assistant Principal and excluded from additional yard duty.
- 3.4 The yard supervision roster will basically require staff members to undertake yard duty, for half of recess or half of lunchtime on specific days.
- 3.5 An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- 3.6 The roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school.
- 3.7 Yard duty staff members will be provided with a bum bag containing basic first aid supplies, folder and pencil, and a mobile phone for more secluded yard duties.
- 3.8 In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- 3.9 Yard duty staff members will keep a record of individual student behaviour.
- 3.10 Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.

- 3.11 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 coordinating teacher.
- 3.12 Staff are required to wear hats during from the beginning of September to the end of April.
- 3.13 Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone or office to seek assistance.
- 3.14 Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster.
- 3.15 Students must be signed out of the school if departing prior to dismissal time. This is to be recorded prior to departure in the designated book in the office by the person collecting the student. This person must be a responsible person over 16 years of age.

4. EVALUATION

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

Date: 21/06/2017	Responsibility: Principal	Review Date: 21/06/2020
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