

WPS – ONSITE SUPERVISION OF STUDENTS POLICY

**For period:
July 2017 – July 2020**

Rationale:

Wandong Primary School's "On-site Supervision of Students policy" has been developed to ensure that there is adequate supervision of students when on school grounds. The school will satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to a range of staff.

Aims:

- The principal and or assistant 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 supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.
- As part of its duty of care, the Wandong Primary school will 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.
- Parents/carers will be kept informed as to when supervision of students is available before and after school. Outside these times, supervision and/or the collection of students is the responsibility of parents/carers.
- Parents/carers can collect their child and leave the school grounds early from school to attend an appointment following the early departure process listed below.

Implementation:

Supervision of students in the yard:

- 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.
- 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.
- Students will be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created at the beginning of each school year allocating teachers to supervise students in the school grounds during these times.
- Details of the roster are communicated to teachers at staff meetings, during the weekly briefing via the staff noticeboard and through email communication.

Supervision of students when moving around the school in non-scheduled break times for activities of attending such as specialist classes:

- Students will be moved around the school and to and from specialist rooms/areas of the school in a supervised and orderly manner in the form of single or dual lines by the classroom or specialist teacher.

When moving around the school to go to do a classroom helper job, go to the toilet or office, students will;

- have permission from the teacher in charge of the classroom before leaving the room.
- use the classroom 'check out system'. The classroom teacher will ensure that the students have followed this classroom process before the students leave the room.
- leave the room with a partner and stay together for the duration of the time away from the classroom.

Supervision before and after school:

- The school will provide staff supervision for students arriving before school between 8.40am and 8:55am.
- The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
- Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.
- 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. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

Unauthorised student departure from school:

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
- The Police will be contacted and advised that a student has left the school grounds and provided with the necessary details that would assist them in locating the student.
- 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).

Early departure of students prior to dismissal time:

- 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 Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure, reason for departure and the name of the person collecting the student.
- Parents/carers are not permitted to take students directly from the classroom.
- Students can only be collected by a person who is listed on the students' enrolment form as 'Adult A or B' or one of the listed Emergency Contacts.
- Students will not be sent home on their own outside of normal dismissal time.

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
- the supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

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 office waiting 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.
- 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 for them to arrange for the care and protection of the student.

Arrangements for student supervision on school camps and excursions:

- Please refer to Wandong Primary School Camps and Excursion Policies.
- The school will provide supervision ratios in line with the Department's policy as outlined in the DET 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 every three years as part of the Wandong Primary School cyclic policy review process.

CERTIFICATION

This policy was adopted at the School Council meeting held at Wandong Primary School on the 24th day of July 2017.

• Signed:
School Council President

Signed:
School Principal