



# **POLICY 10**

## *On-site Supervision of Students*

### **PURPOSE:**

- To ensure adequate on-site supervision of students to meet the school's legal duty of care responsibilities.

### **SCOPE**

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Gordon Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

### **Yard Duty and Supervision**

#### **Before and after school**

Gordon PS grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students.

Parents and carers should not allow their children to attend Gordon PS outside of these hours. Families are encouraged to contact the OHSC coordinator on 0413296669 or refer to [www.gordonps.vic.edu.au](http://www.gordonps.vic.edu.au) for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

## Yard duty

All staff at Gordon PS are expected to assist with yard duty supervision and will be included in the weekly roster.

The principal is responsible for preparing and communicating the yard duty roster on a regular basis. At Gordon PS, school staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school are

Zone	Area
Zone A	Oval / court
Zone B	Eastern and northern quadrants



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in admin cupboard.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

### During yard duty, supervising staff must:

- methodically move around the designated area
- be alert and vigilant

- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses on Compass / edusafe
- if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the principal with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the principal, but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a student to get the principal and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

## **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the classroom teacher closest to them or the principal for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

## **School activities, camps and excursions**

The principal is responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **IMPLEMENTATION:**

- The Principal is responsible for making and administering arrangements for the supervision of students
- Teachers are responsible for carrying out their assigned duties in such a way that protects students from reasonably foreseeable risks of injury including hazards that are known or hazards that could have been foreseen and prevented.
- The Principal will use a roster system to allocate teachers to yard supervision. Yard supervision includes before school, recess and lunch breaks, and after school.
- When assessing whether the supervision of students entering or exiting the school is adequate, the Principal will consider:
  - 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
- Supervision of students is available from 8:45am to 3:30pm, unless otherwise advised by the School.
- Parents/carers are 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.
- Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept at the office and completed for all students departing the school early.

## **Communication of Policies**

This policy will be communicated to our school community in the following way:

- Included in staff induction processes and staff training
- Available publicly on our school's website
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## **REFERENCE/RELATED POLICY:**

- Duty of Care Policy
- Excursions and Camps Policy
- Visitors Policy

## **EVALUATION**

This policy will be reviewed;

- as part of the school's three year review cycle.

**This policy was ratified by School Council on 11.8.21**