

Policy number	029		
Drafted by	Mary-Anne Revell	Last Approved by Executive	August 2021
Responsible person	Steven Nicholas	Scheduled review date	August 2024

RATIONALE

Adequate supervision of students in the College yard is a requirement of the College's duty of care. The College will satisfy the duty of care for the on-site 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 of the College, and 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.

AIMS

To provide adequate and appropriate supervision of students in the College yard.

IMPLEMENTATION GUIDELINES

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.

PROGRAM

A roster will be used to timetable staff members for yard supervision.

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

In determining whether supervision of students entering or exiting the College is adequate, the Principal or their nominee will consider a number of factors including:

Which entry/exit points should be used or are used by students?

Whether any entry or exit points should be locked or 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 College buses is a matter for the discretion of the Principal who will consider the following:

The number of students alighting and boarding the bus at the College

The age of the students alighting or boarding the bus

The time of arrival and departure of the buses

The location of the pick-up and drop-off points in relation to the other areas of the College

Whether supervision is required to protect students on the bus, or from unruly behavior when boarding or alighting from the bus

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 children by the end of the designated end of day supervision period. Parents will also be informed via the College's newsletter and Parent Handbook the times when staff members will be rostered to undertake yard supervision before and after school each day.

Note: When a student departs from the College (following initial attendance) without authorization the parent/guardian will be informed immediately.

On-Site supervision of Student Procedures

Introduction

The process outlined below provide adequate and appropriate supervision of students in the College yard so the College fulfills its duty of care to its students in term of on-site supervision.

Supervision before and after school

The College will provide staff supervision for students arriving before school between 8.30am and 8.45am.

The College will provide staff supervision for students after school between 3.15pm and 3.30pm and monitor students waiting for Guildford and Maldon buses.

This information is provided to parents/guardians on a regular basis via the College newsletter and is in the Parent Handbook. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the College Principal or the nominee to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal or the nominee?

Supervision at recess and lunch time

Students are required to be adequately supervised during recesses and lunch time. To ensure the students are adequately supervised, a "Yard Duty Roster" will be reviewed each term allocating teachers to supervise students in defined areas of the College grounds during these times. Details of the roster are communicated to teachers at staff meetings.

Rationale

Adequate supervision of students in the College yard is a requirement of the College's duty of care.

Aim

To provide adequate supervision of students in the College yard

Implementation

Supervision of students is the responsibility of all registered staff

- A roster system will be used to timetable staff members for yard supervision
- Yard supervision will include 15 minutes before the start of school, recess and lunch breaks, and fifteen minutes after school
- Parents will be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.45pm (other than Guildford bus students) each day.
- Parents are required to make sure that children have been collected or have left the College grounds by this time.
- Students still in the College grounds after that time will be brought into the College office by the supervising teacher and parents contacted.
- The yard supervision roster will basically require staff members to undertake yard duty before school, recess, lunch time, or after school on specific days.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members

The roster will require a minimum of one staff member on duty at recess and two staff members at lunch, each responsible for supervising a dedicated area of the College.

If it becomes known that a student who is normally collected from school remains at the College well beyond the time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified in the College 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 students will be left with appropriate friends of the student or next-door neighbors, if known, and at the College.

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 Victorian Government Colleges Reference Guide section 4.4.2.8. depending on the nature and location of the school activity http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_6.htm

Yard duty staff members can access first aid supplies in the staff room and in the office.

In addition, Level 2 first aid trained staff members will be responsible for supervision of injured/ill students during recess or lunch time

Yard duty staff members will monitor and respond appropriately to student behavior in accord with College policies.

Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal

Staff members who are aware that they cannot fulfill 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

In accordance with the College's Sunsmart Policy all staff must wear hats during Term 1 and 4. It is at the teacher's discretion in dull conditions to allow no hats on a given day

Staff on yard supervision must approach intruders or unknown people in the yard, or alternately seek assistance.

Unauthorized student departure from the College

- When a student departs from the College (following initial attendance) without authorization, 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 be made with the police and the Dept Emergency and Security Mgt Branch, 9589 6266 (24 Hour service).

Early departure of students prior to dismissal time

- A record of early departure is to be kept on the SchoolPro system for all students departing the College early including the name of the person collecting the student.
- 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

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 3.30pm will be directed to the office.

Evaluation: This policy will be reviewed as part of the three-year review cycle