



## Supervision Policy

### Policy Statement

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside the 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, 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.

### Guidelines

- As part of its duty of care, the school is required to 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 that the teacher should reasonably have foreseen) and against which preventative measures could be taken.
- It is essential parents/guardians are kept informed as to when supervision is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/guardians.
- Parents/Guardians may require their child to leave the school grounds to:
  - Run an errand
  - Go home for lunch
  - Attend an appointment

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

### On Site Supervision

- 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.
- In determining whether supervision of students entering or exiting the school is adequate, the Principal or their delegate will consider a number of factors:
  - Which entry/exit points should 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 students on buses 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.
- Parents/Guardians 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.

- The school must receive written permission from a parent/guardian before the school will authorise a student to leave the school premises, during school hours.

Students must sign out of the school if departing prior to dismissal time. A record of early departures is to be kept and completed for all students departing the school early.

#### Off-site Supervision

Supervision for excursions and camps is the supervising staff's responsibility and is articulated in the Camps and Excursions Policy.

Risk assessment for off-site activities will be carried out by the coordinating teacher and Deputy Principal before any off site activity is undertaken. Risk management strategies for off-site supervision include:

- Signed parent permission for local excursions. This is signed by parents on enrolment and covers all local area excursions around the Swan Hill township.
- Risk assessment forms are completed and all aspects of risk management reviewed before the excursion or camp is undertaken.
- Parents are informed via the college calendar, or in some instances, a letter home, of the excursion or camp.

Ratified Date: August 2019

Review Date: August 2021

## On-Site Supervision of Students Procedures – Excerpt from the Staff Handbook

### DUTIES: SUPERVISION

#### Supervision in the Yard:

- The college has a legal responsibility to provide supervision of students from 8:30am to 3:30pm, or whilst students are on the property and in our care beyond this time.
- While on Yard Duty, staff are expected to know the areas to be supervised and wear a 'teacher' fluorescent, high visibility vest. These vests can be found under the pigeon holes in the staff room.
- Maintain a safe working environment by wearing a hat in Terms 1 & 4 and applying sunscreen when appropriate.

#### Supervision Requirements:

- Staff must **be punctual** to the yard duty area to ensure the wellbeing of students and show respect for colleagues.
- Staff must **be visible** and should move constantly throughout the duty area.
- Staff must **show consistent and constant vigilance** on duty, ensuring students:
  - Adhere to Uniform standards, including wearing a hat in Terms 1 and 4.
  - Respect others and property.
  - Are tidy and maintain the cleanliness of the grounds and buildings.
  - Show awareness and consideration for those around them.
  - Play sensible games of cricket, football, soccer etc in the active play area (South Grass). No tackling or dangerous play is permitted.
  - Use the gateways to retrieve balls that have gone over the fence.
  - Remain downstairs unless attending to a locker quickly.
  - Are punctual moving to class after the moving bell.
- **Inappropriate behaviour or concerns** regarding any student should be dealt with immediately. Students should be removed to the Pastoral Care Centre if deemed necessary and incidents should be recorded on Behavioural Tracking by the teacher who witnessed/identified the issue.
- Staff should question any **student leaving the school premises during the school day**. Students must have a signed note from a parent/guardian if they wish to leave the grounds. If concerned, staff may check the 'sign out' book at the Pastoral Care Centre.
- Staff must question any **visitor in the school yard** during the school day. All visitors must sign in at the front office and should be able to produce a visitors pass. Any person on premises without a visitor pass must be asked to leave the premises, via the nearest gate, and directed towards the front office to sign in.
- The Deputy Principal will make a decision in regard to opening classrooms on days of **inclement weather** (rain, extreme cold or heat). Yard duty supervisors must ensure that:
  - The room is left tidy and the bin emptied outside.
  - Students are sitting on the floor or chairs, not on tables or benches.
  - Furniture is not moved around.
  - Inter-active/whiteboards are left alone.

#### Yard Duty Times and Areas

##### Before school 8:30am - 8:50am

- Two staff members, one for each of the north and south areas.
- Ensure students alighting buses move directly into the school yard.
- Check uniform as students enter the school yard, remind students of the uniform expectations.
- Move students on when the moving bell rings to ensure punctuality at homeroom.

**Recess 10:21am - 10:41am**

- Four staff members in the areas of Canteen, North, Central and South.
- Ensure supervision and control of students in the areas around the canteen, lockers, toilets and areas that cannot be seen easily.
- Urge students to move quickly on the moving bell.

**Lunch One 1:15pm - 1:35pm**

- Four staff members in the areas of Canteen, North, Central and South.
- Ensure supervision and control of students in the areas around the canteen, lockers, toilets and areas that cannot be seen easily.

**Lunch Two 1:35pm - 1:55pm**

- Four staff members in the areas of North, Central and South 1 and South 2.
- Ensure supervision and control of students in the areas around the canteen, lockers, toilets and areas that cannot be seen easily.
- Urge students to move quickly on the moving bell.

**Library 1:15pm - 1:55pm and 3:30pm - 4:30pm**

- The Library staff provide supervision whilst the Library is open. Staff on North duty should move through the Library at least once during their duty time.

**Jubilee Centre 1:15pm - 1:55pm**

- One staff member will supervise the Jubilee Centre during lunch times when no organised activity is scheduled.
- Staff on duty must ensure students play in a respectful and appropriate manner, maintaining an awareness of others. Students involved in rough play must be removed from the Jubilee centre.
- Urge students to move quickly on the moving bell.

**Buses 3:20pm until last bus leaves**

- Splatt St and Rutherford/High St.
- Bus Exchange  
See Supervision of Buses (In Staff Handbook)

**Hats:** In accordance with the Sun Smart Policy of the College, all staff and students are expected to wear a hat in the yard during recess and lunch in terms one and four.

**Behaviour Concerns:** Suspicious behaviour or concerns regarding any student should be dealt with immediately. This may require immediate removal to the PCC. Incidents must be reported to the appropriate Homeroom Teacher or House Leader and logged on SIMON by the teacher concerned.

**Yard Tidiness:** It is the responsibility of the staff on duty to get students to keep tidy their designated area.

**Visitors:** All visitors are to report to the Office, where they are required to sign in and obtain a Visitor's Badge. Staff are expected to investigate any persons who enter the yard via entrances other than the Office and are unsupervised. If they do not follow this protocol, they will be asked to leave the premises.

**Leaving College Grounds:** All students are required to have a letter from parents, co-signed by their HRT or House Leader if they wish to leave the grounds. Students with a note can leave the grounds, via the 'sign out' book in the Student Well-being Centre, after 1.20pm.

**Yard Games:** Safety to all students must be maintained. Sensible games of cricket and football etc can be held on the oval areas only. There is to be no tackling.

**Classrooms / Wet Weather:** All classrooms are to be locked during recess and lunch breaks except in the event of wet weather. An announcement will be made by the Deputy Principal or House Leaders to open additional rooms as required.

**Incidents:** General incidents of concern need to be logged. Any student involved in a serious incident or fight should be immediately removed to the Student Well-being Centre, the incident logged and the matter reported to a House Leader or the Deputy Principal. Student intimidation or lack of cooperation must be communicated to the House Leader or Deputy Principal.

### **Emergencies**

- Staff may be required to cover another duty on that day in the event of absent staff. It is the responsibility of this person to check in the staffroom if any changes have occurred. Usually the Daily Organiser will inform of any alterations.
- On days when rooms are made available during lunch time only, for students due to inclement weather, staff are required to assist in the supervision of students in these rooms and nearby.

### **Inclement Weather**

Firm expectation of student behaviour in the classrooms is vital -

- The room must be left very tidy and the bin emptied outside. Teachers must monitor the classroom.
- Sitting quietly on chairs (not tables, benches or heaters).
- Furniture is not to be moved around.
- Inter-active/white boards left alone.
- Do not interfere with any equipment.
- The Library and JC are generally open also.
- An announcement will be made by the Deputy Principal or House Leaders to open additional rooms as required.