



# ON-SITE SUPERVISION OF STUDENTS POLICY

## **Rationale:**

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 normal timetabled class time by allocating responsibilities for supervision to 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.

## **Guiding Principles:**

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 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 will be clearly provided to parents/guardians on a regular basis through the College newsletters and Parent/Teacher meetings .

Parents/carers may require their child to leave the school grounds to:

- go home for lunch
- be dismissed early from school to attend an appointment

### **Implementation:**

- A Yard Duty 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.
- Yard duty staff members will be provided with a first aid bag containing basic first aid supplies, pad and pencil.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will record instances of poor student behaviour on Compass.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- 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.
- Staff on yard duty must approach intruders or unknown people in the yard, and contact the office if assistance is required.

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

- 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
- The age of the students

The 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

At Kyabram P-12 College students are supervised at dismissal time to depart by bus in an orderly and timely manner, and this supervision is included in the College yard duty roster. Teachers are not permitted to detain students after school if the student is a bus traveller. If the bus is late the supervising yard duty teacher will contact the office.

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.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed after 8.50 am and before 3.20 pm to

- go home for lunch
- to attend an appointment during school hour

In the case of junior students (Years P-6), no student will be allowed to walk home unsupervised. A parent or responsible adult is required to collect the student from class and escort the student either home or to a scheduled appointment.

Students in Years 7-12 may be permitted to walk home to attend an appointment providing written permission has been received. In the event of there being no written permission the school will make direct contact with a parent to verify the appointment and to verify that the student's departure from the school is authorised.

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 Office and completed for all students departing the school early.

**Note:** When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately the departure has been discovered.

### **LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

### **Evaluation:**

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

RATIFIED BY COLLEGE COUNCIL

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
College Council President

Review Date: