



CLYDE PRIMARY SCHOOL SUPERVISION POLICY

RATIONALE

Adequate supervision of students is a requirement of the school's duty of care. The school will satisfy the duty of care for the on-site management of students by allocating responsibilities for supervision to different staff. The principal or nominee 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.

AIM

To provide adequate and appropriate supervision of all students at all times during defined school hours.

DEPARTMENT GUIDELINES

- As part of its duty of care the school is required to adequately supervise students for a defined period before school, during class time, at recess time and lunch time; and after school.
- 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.

RELATED SCHOOL POLICIES

Child Safe
Duty of Care
Out of Hours School Care

IMPLEMENTATION

Program

- Supervision of students is the responsibility of all staff.
- All students should be supervised by a teacher during class time, students should never be left in classrooms unsupervised.
- Visiting teachers do not have the authority to supervise students in schools. Teachers must supervise students when any guest speaker is presenting.
- A roster system will be used to timetable staff members for yard supervision. A member of the school's Leadership Team will be responsible for coordinating the roster.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Teachers are responsible for being on time to yard duty.
- Students will be allowed to enter/exit the school through the main gate at the front of the school and the gate near the 3-6 playground.
- 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.
- The school will provide staff supervision for students from 8.45am and 9.00am.

- The school will provide staff supervision for between 3.30pm and 3.45pm.
- Students remaining in the schoolyard awaiting collection after 3.45pm will be directed to the office waiting area. Attempts may be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Camp Australia will offer an onsite before and after school hours care (OSHC) program. Parents will be strongly encouraged to access this program when child care is required pre and post yard supervision out of school hours.
- 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. All students are to be signed out through the office and not through classrooms.
- Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. There are 3 defined areas including the Foundation and Junior School playground, the basketball court and surrounding areas and the school oval including the Senior School playground.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies.
- 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 monitor and respond appropriately to student behaviour in accordance with school policies
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or officer in charge. This will be updated and displayed on Sentral daily.
- 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 person who coordinates yard duty timetables.
- In accordance with the school's Sunsmart policy all staff must wear hats between 1st September and 30th April.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance. These people should be directed straight to the office area.
- When a student departs from the school (following initial attendance) without authorisation, 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 also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).
- The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.
- This policy forms a critical component of ensuring that Clyde PS is a Child Safe School.

EVALUATION

This policy will be reviewed as part of the school's three year cycle.

ENDORSEMENT

This policy was ratified by School Council on 27 th March 2017

This policy is due for review in 2020
