



Wonga Park Primary School Policy Manual	400 STUDENT 453 On Site Supervision of Students Policy	Page: 1 of 3 Issue No: 1.0 Date: Apr 2014
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ON SITE SUPERVISION OF STUDENTS

Rationale

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

Purpose

- To provide supervision of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.
- Staff members will be responsible for carrying out their assigned supervisory duties in such a way that the students are, as far as can be reasonably expected, protected from injury.
- Staff members will also provide the first response for playground injuries and disruptions.

Guidelines

- As part of its duty of care the school will adequately **supervise students for a defined period** before school, at recess time, lunch time and after school. A roster system will be used to timetable staff members for yard supervision
- A teacher's duty of care does not start nor end at precise times during the day. A teacher's duty applies irrespective whether the risk occurs in or outside the school environment. In all cases the teacher and the school must take **reasonable steps** to protect the student from the risk. See Duty of Care Policy
- The **on-site supervision** will seek to protect students from known hazards and also from those that could arise (that is those the teacher should reasonably have foreseen).
- Parents will regularly be 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.
- 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 must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- Go home for lunch
- Attend an appointment during school hours
- Students must be signed out of the school by a parent/carer (over the age of 16) if departing prior to dismissal time. A record of early departures will be kept in the Administration Office and completed for all students departing the school early.

Should a student depart 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.

If it becomes known that a student, who is normally collected from the school remains at the school well beyond normal time of collection, attempts will be made to contact parents/guardians or the emergency contact person identified in school records. If these attempts are unsuccessful,



and the time is well beyond the reasonable time for collection, the school may consider placing the student in the After School Care program or contacting the police or Department of Human Services to arrange for the care and protection of the student as appropriate.

Implementation

Yard Supervision Instructions

- All staff members have a personal copy of the Yard Supervision (Yard Duty) timetable. A copy is displayed in the staff room.
- Staff must also carry a first-aid pouch. This contains basic first aid equipment and alert cards for general first aid, student-specific first aid and crisis events.
- Staff must wear a high-visibility vest whilst on yard duty.
- The teacher on yard duty is responsible for getting a message to the office to call an ambulance if necessary.
- Changeover of yard duty staff must be completed on time.

Yard Supervision Times

Description	Start	Finish	No. of staff on duty
Before School	8:35am	8:50am	1
Recess 1	11:00am	11:20am	3
Recess 2	11:20am	11:40am	3
Lunch 1	1:50pm	2:10pm	3
Lunch 2	2:10pm	2:30pm	3
After School	3:30pm	3:45pm	2

Injured Children

- The staff member on duty will be responsible for immediate action. If the injury requires further attention, the student will be given a first aid card and be sent to the staff room with another student. The staff member on duty must remain outside to continue supervising the yard. If the injured child is unable to be moved, yard duty staff are to send a student to the staff room with a 'red' card and an ambulance will be called, if required. Extra staff will be sent outside to assist.

Behavioural Issues

- The staff member on duty will be responsible for immediate action should behavioural disruptions occur. Staff should endeavour to assist students to resolve conflicts. Students breaking rules may be required to have some time out.
- In the case of serious behavioural issues (such as fighting), the students involved should be sent in to the office to see the Principal or Assistant Principal.
- The staff member on duty must remain outside at all times to continue supervising the yard.

Students entering or exiting the school ground and buildings

- Students should use the designated crossing when crossing the roads leading to the school.
- Students must leave the school ground on foot after school.
- Students may only enter the school building supervised by a staff member, a parent/guardian or if they have been authorized to do so by the staff member on yard duty.



Playground Areas

- For teacher yard duty, the playground has been designated into 3 areas.
- In wet weather, playing areas may be restricted to undercover areas or an indoor wet weather timetable will be used.
The Principal or assistant principal will advise if this should occur.
- Areas outside of the 3 designated areas are ***OUT OF BOUNDS***

Miscellaneous

- Balls on the roof should not be retrieved by students they will be retrieved regularly by a designated adult.
- Balls over the fence – students should not attempt to retrieve their ball. Students should discuss retrieval of the ball with a teacher on yard duty.
- Dogs or other animals in the playground are to be reported immediately to the Principal or the Assistant Principal. (See also Dogs on School Property Policy)

Principal's Discretion

- The principal may declare any changes or restrictions to playing areas or playground rules as is deemed appropriate.

This Policy is underpinned by the:

- Behaviour Management Policy
- Bullying, Cyber-bullying and Harassment Policy
- Duty of Care Policy
- Student Engagement and Wellbeing Policy
- Student Welfare Policy

Date School Council Approved: 28.04.14

REVIEW

Teaching staff will be responsible for the implementation and evaluation of this policy. This policy will be reviewed by the school council at least every 5 years, or earlier in special circumstances, and is scheduled for review in **2019**.