

Onsite Supervision Policy and Procedures

POLICY STATEMENT

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

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.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

GUIDELINES

As part of its duty of care the school is required to adequately supervise students for a defined period.

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/supervisors are kept informed as to when supervision of students is available, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers/supervisors. This information should be clearly provided to parents/carers/supervisors on a regular basis.

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

- be dismissed early from school to attend an appointment

PROGRAM

A roster system will be used to timetable staff members for seminar or activity supervision.

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 supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the public transport, or from unruly student behaviour when boarding or alighting from the public transport.

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

This policy is to be read in conjunction with the school's the school's 'Excursion, Incursion, Student Visit and Camps' policy.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

[DECV Excursion, Incursion, Student Visit and Camps Policy and Procedure](#)

Appendices which are connected with this policy are:

Appendix A: On-Site Supervision of Students Procedures

Appendix B: DECV Excursion/Incursion permission form.

EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Date developed/reviewed	12/08/2014
Developers	Ken McDougall/Rob Rindzevicius
Date of next review	December 2014

Appendix A

On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfills its duty of care to its students in terms of on-site supervision.

This information is provided to parents/guardians/supervisors/carers on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians/supervisors/carers.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during on-site activities.

Should a teacher be called away to other duties, alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Details of the roster are communicated to teachers at staff meetings, by the nominee, and/or email.

Arrangements for students not collected after school

Parents/guardians/supervisors/carers 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/supervisors/carers. Students remaining in the school yard awaiting collection after 4:00pm will be directed to the office waiting area.

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

Where all reasonable attempts have been made to locate the parents/guardian/supervisor/carer 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 student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

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 DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.