



ON SITE SUPERVISION POLICY

PURPOSE

To ensure school staff understand their supervision and yard duty responsibilities.

SCOPE

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Ringwood Heights Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

POLICY

After Hours Procedures and Arrangements

- Parents/Carers are 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
- Information regarding the times of supervision will be provided to Parents/Carers through the school newsletter, parent information sessions and school website
- Parents/Carers are discouraged from sending their children to school before the designated supervision time in the morning, unless they are attending the OSHC program
- Parents/Carers are encouraged to pick up their child by the end of the designated end of day supervision period, unless they are attending the OSHC program
- Students remaining in the school yard awaiting collection after 3.45pm will be directed to 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/Carer, or the emergency contact person identified by the Parents/Carer in the school records. In order to provide supervision for an uncollected student, she/he may be taken to OSHC program and the cost for this will be the Parents/Carers responsibility
- Where all reasonable attempts have been made to locate the Parents/Carers 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 to arrange for the care and protection of the student

- When a student departs from the school (following initial attendance) without authorisation, the Parent/Carer will be informed as soon as is practicable given the situation, with the safety of the student being the first priority
- 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

Yard duty

All staff at Ringwood Heights Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.

At Ringwood Heights Primary School, school staff will be designated a specific time to complete their allocated yard duty and are actively required to supervise the playgrounds.



School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests and first aid kits will be stored in the Pigeon hole office.

Staff who are rostered for yard duty must remain on duty until they are replaced by a relieving teacher.

Yard Duty

- As part of its duty of care the school is required to adequately supervise students for a defined period before school, recess, lunch times and after school

- This 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.
- A 'Yard Duty' roster will be created each term allocating teachers to supervise students in a defined area of the school grounds during this time.
- Teachers will carry a bag with a basic first aid kit and their mobile phone.
- Teachers must ensure they arrive on duty promptly. If for some reason teachers are unable to undertake their duty on any given day, they must make alternate arrangements in consultation with the Assistant Principal, Principal or their nominee
- On days of extreme weather, students will be supervised in classrooms as per the Wet/Heat Day timetable

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

Classroom

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office or their Learning Team Leader for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

REVIEW CYCLE

This policy was last updated on June 2020 and is scheduled for review in June 2023 or as advised by DET. This policy will also be updated if significant changes are made to school grounds that require a revision of Ringwood Heights Primary School's Yard Duty and Supervision Policy.