



KENT PARK PRIMARY SCHOOL ONSITE STUDENT SUPERVISION POLICY

RATIONALE

Adequate supervision of students in the school yard 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 outside normal timetabled class time by allocating responsibilities for supervision to different staff.

The Principal and Assistant Principal are 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.

GUIDELINES

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.

*Students **must** be supervised for 15 minutes before and after school. The classroom teacher has ultimate responsibility for the supervision of all students in their care. This duty of care cannot be delegated to external education providers, parents/guardians or trainee teachers.*

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/guardians 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/guardians. This information should be clearly provided to parents/guardians on a regular basis.

PROGRAM

A 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 for 15 minutes. Any student not collected by a parent is to be escorted to the main office for supervision whilst the parent is contacted.

In determining whether supervision of students entering or exiting the school is adequate, the Principal and the Assistant Principal 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

Parents/guardians are discouraged from sending their children to school before the designated supervision time in the morning. Parents/guardians are encouraged to pick up their child by the end of the designated end of day supervision period. **Parents/guardians 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.**

Students must be signed out/logged out electronically 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. **Parents/Guardians must provide written authorisation to permit another adult to collect their child from school**

This policy is to be read in conjunction with the Kent Park Primary School's 'Duty of Care' and 'Child Safe' policies.



KENT PARK PRIMARY SCHOOL ONSITE STUDENT SUPERVISION POLICY

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Student Supervision Policy](#)

[Child Safe Policy and Legislation](#)

Appendices which are connected with this policy are:

Appendix A: On-Site Supervision of Students Procedures

EVALUATION

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

Date Implemented	2014
Author	DET/Principal and Assistant Principal
Approved By	School Council
Approval Authority	<i>Josef Bortignon</i> <i>Alison Macauley</i>
Date Reviewed	June 2016
Date Ratified	July 11 th , 2016
Responsible for Review	Principal/Assistant Principal
Review Date	June 2019
References	Schools Policy Advisory Guide



KENT PARK PRIMARY SCHOOL ONSITE STUDENT SUPERVISION POLICY

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 care to its students in terms of on-site supervision.

Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.

The school will provide staff supervision for students after school between 3.30pm and 3.45pm.

This information is provided to parents/guardians 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.**

Sufficient teachers will be allocated by the School Principal or Assistant Principal to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal or Assistant Principal.

Supervision at recesses and lunch time

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.

Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/carer/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).

Early departure of students prior to dismissal time

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. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/guardians are permitted to take students directly from the classroom.
- No students will be sent home on their own out side of normal dismissal time.

Arrangements for students not collected after school

Parents/guardians 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. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.



KENT PARK PRIMARY SCHOOL ONSITE STUDENT SUPERVISION POLICY

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, or the emergency contact person identified by the parent/carers/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian 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.

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

Date Implemented	
Author	DET/Principal and Assistant Principal
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Approval Authority (Signature & Date)	
Date Reviewed	June 2016
Date Ratified	
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