

On-Site Supervision of Students Policy

Rationale

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

Policy

Supervision before and after school

- The school will provide staff supervision for students arriving before school between 8:30am and 8:50am.
- The school will provide staff supervision for students 15 mins after dismissal time at the end of the day. 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 their nominee 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 their nominee.

School buses

- The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:
 - the number of students alighting from and boarding the bus at the school
 - the age of students alighting from or boarding the bus
 - the times of the arrival and departure of the bus(es)
 - the location of the pick-up and drop-off points in relation to the other areas of the school
 - whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

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/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 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.
- Students can only be collected by a responsible person 16 years and over.
- 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 3.30pm (excluding approved bus travellers); 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, or the emergency contact person identified by the parent/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.

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- 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 Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.

Basis for discretion: The basis for discretion in implementing this policy lies with the Principal.

This policy was last ratified by Lake Bolac College School Council on 16th March 2016.

