

# BELMONT PRIMARY SCHOOL

## ONSITE SUPERVISION OF STUDENTS POLICY



Belmont Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise. Adequate supervision of students in the yard is a requirement of the school's duty of care (*DET – School Policy and Advisory Guide*).

### AIMS

- To provide supervision of students outside normal timetabled class time by allocating responsibilities, for supervision, to staff.
- To ensure staff members carrying out their assigned supervisory duties in such a way that the students are, as far as can be reasonably expected, protected from injury.

### GUIDELINES

- As part of its duty of care the school will adequately supervise students for a defined period before school (from 8.45am), at recess time, lunch time and after school (until 3.45pm). A roster system will be used to timetable staff members for yard supervision
- A teacher's duty of care will be extended to outside school hours and premises when the relationship between the school and the student requires it. For example, if a teacher is aware that a student is arriving at school before the designated supervision time in the morning. Whether the duty extends outside of school grounds therefore depends on all the circumstances of each individual case, and the school's knowledge of any dangers (*DET School Policy and Advisory Guide*). In all cases the teacher and the school must take reasonable steps to protect students from the risk.
- 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 after school supervision period.
- Belmont PS will provide a Before and After School Program to cater for those parents / carers who require this service.

The school must receive permission from a parent/carer before the school will authorise a student to be dismissed to leave school to go home or to attend an appointment during school hours. In addition:

- 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.
- If a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be contacted 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. (03 9589 6266).
- If it becomes known that a student remains at school, or arrives at school well outside normal attendance times, the parents/guardian may be contacted. If these attempts are unsuccessful, and the time is outside the reasonable time for school attendance, the school may consider placing the student in the Before and 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.
- Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area by the yard duty staff.

## IMPLEMENTATION

### ***Yard Duty Instructions***

- All staff members have a personal copy of the Yard Duty timetable. A copy is displayed in the staff room and in the office area.
- Yard duty staff are expected to methodically move around the designated zone, be alert and vigilant and intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard.
- Yard duty staff will begin yard duty on time and wear a high-vis vest.
- Staff on yard duty will take a carry bag. This contains a copy of the current yard duty timetable, basic first aid equipment as well as information and instructions relating to student-specific first aid.
- Staff on yard duty are responsible for getting a message to the office to call an ambulance if necessary.
- Changeover of yard duty staff must be completed on time. Second staff member on duty will report to the staff member currently on duty. This will ensure that a staff member is always in the yard. The sounding of a bell delineates the first and 2nd half of lunchtime.
- The location of yard duty staff will be 'oval area' (green) and 'blue court / asphalt area' (blue).

### ***Yard Supervision Times***

Description	Start	Finish	No. of Staff on duty
Before School	8:45 am	9:00 am	1
Recess 1	11:00 am	11:15 am	2
Recess 2	11:15 am	11:30 am	2
Lunch 1	1:40 pm	2:05 pm	2
Lunch 2	2:05 pm	2:30 pm	2
After School	3:30 pm	3:45 pm	1

### ***Yard Duty Areas***



### ***Injured Children***

- The staff member on duty will be responsible for immediate action. If the injury requires further attention, the student will 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 will send a student to the Administration area to alert staff 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 if behavioural disruptions occur. Staff will support students to resolve issues. Students breaking rules may be required to have some time out. This can occur within the yard by sending the student to an area for a set period of time.
- In the case of serious behavioural issues (such as fighting), the students involved will be sent in to the office to see the Principal or Assistant Principal.
- The staff member on duty will remain outside at all times to continue supervising the yard.

### ***Students entering or exiting the school ground and buildings***

- Students must use the designated school crossings when crossing the roads leading to the school.
- Students must leave the school ground on foot after school. For the safety of all, riding of bikes etc. is not permitted whilst students and families are exiting the yard.

### ***Other Considerations***

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

## EVALUATION

This policy will be reviewed annually as part of the school's operational procedures and Child Safe practices.

This policy was presented\* to School Council in.....

**September 2018**

\* As this policy is operational, approval by School Council is not required, Principals may choose to present it for noting. (School Policy Template Portal)

**Review Date: 2019**