

PARKHILL PRIMARY SCHOOL

POLICY: ON SITE SUPERVISION POLICY

PROGRAM LEADER: Rod McKinlay

DATE RATIFIED BY SCHOOL COUNCIL: February 2014

RATIONALE

Supervision of students in the school yard is a requirement of the school's duty of care.

AIMS:

1. To provide appropriate supervision of students while at school
2. To promote a sense of safety, security & mutually respectful interaction

IMPLEMENTATION

- Supervision of students is the responsibility of all staff and is a duty of care. Therefore prompt attendance at yard duty is of the utmost importance.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include 15mins before school, recess and lunch breaks, and 15 mins after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time, other than to Before School Care (7.15 – 9.00am)
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.45 pm each day
- Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher & parents contacted
- A commercial Out of School Hours Care program will be offered (3.30 – 6.00pm). All parents are encouraged to register their children with the Out of School Hours Program, as a precaution in case this is needed. There is no cost for registration.
- An experienced teacher will be responsible for coordinating the roster, and for negotiating specific duty times & days with individual staff members in line with the DEECD Teacher agreement.
- The roster will require a minimum of two staff members on duty at any one time. One will be responsible for the front of the school & one will be responsible for the back of the school
- Additional staff may be assigned to supervise particular students or groups of students from time to time, according to need
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil. Staff are encouraged to have a mobile phone with them if available.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will keep a record of significant incidents and / or student misbehaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing and will be fully informed of their requirements.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher to arrange a replacement.
- As per Sun-Smart policy, staff are required to wear a hat during September through to the end of April.
- If intruders or unknown persons are on the grounds or near the vicinity of the school, staff must take action. Staff should either approach them in person or alternatively, use their mobile phone or send a student to the office to seek assistance. The staff member must continue to monitor the situation.
- If students go to the toilet or are asked to perform a school monitor's role, then they perform that role in pairs.
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- Classes that attend specialist lessons are required to be supervised by a teacher going to and from the specialist class. The class teacher and the Specialist teacher make the appropriate arrangements between themselves to ensure the class is supervised at all times.
- **Extreme weather:** When weather conditions are too wet, cold, hot, windy or lightning is present, the principal or designated teacher will announce to all students that they are to remain or go inside during recess. Once conditions improve, an announcement will signal that students are to be outside.

EVALUATION

This policy will be reviewed as part of the school's four year review cycle.

APPENDICIES

REFERENCES

- DEECD - School Policy and Advisory Guide:
<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>
- Education and Training Reform Act 2006
[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/\\$FILE/06-024a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/575C47EA02890DA4CA25717000217213/$FILE/06-024a.pdf)