

On-site Supervision of Students Policy

Purpose:	To establish the responsibilities of staff in relation to on-site student supervision. To comply with Child Safe Standards in Ministerial Order 870.
Scope:	Key Teachers.
Implemented by:	School Principal and Key Teachers.
Approved by:	To be approved following VRQA approval.
Reviewed:	Every two years or as legislative changes or improvements are identified following any incidents.
Communicated via:	WP Website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual.

1. Policy Statement

At Woodline Primary we believe that every student has the right to experience a safe and secure school environment. Adequate supervision of students in the schoolyard is a requirement of the school's duty of care. Students will be supervised at all times whilst at school.

The school supports a culture (values, expectations, and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities e.g. disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.

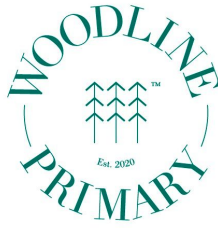
2. Aims

To ensure the school satisfies its duty of care in supervising students and parent expectations that their child will be safe and adequately cared for at school.

3. Implementation

Parents/carers and guardians are responsible for the care and supervision of students:

- travelling to and from school;
- outside the times of school supervision before and after school.



The school has clearly allocated specific responsibilities via a timetable (or Principal direction) for staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazards that are known or could have been foreseen and prevented.

Teachers with current First Aid qualifications will always be available during school hours.

Safe play rules and school boundaries are established and agreed to by whole school agreements.

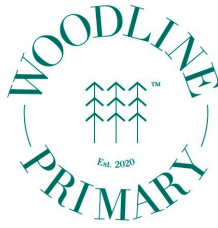
During class-time, when children have completed their tasks they are free to be outdoors but within the class-time, boundaries defined for their room (where a teacher can see through the window and is within each classroom zone).

The Principal will:

1. ensure that, children are supervised at all times and that arrangements have been made for adequate and appropriate student supervision according to student needs;
2. ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school;
3. ensure a yard supervision timetable is in place;
4. regularly inform parents/carers/guardians that supervision is available only between 8.45–9.00am before and from 3.20-3.40pm after school;
5. ensure that sufficient teachers are available to supervise the departure of students at the end of the school day and that these teachers are not called away for other duties without alternate supervision being arranged;
6. instruct students and parents/carers to notify the principal/teacher if strangers are in the School.

Staff Supervision responsibilities include:

- Encourage students to keep the playground tidy.
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries.
- Remind students of safe play rules agreed to by whole school agreements.
- Remind students of how to move in a safe manner in areas where collisions are more likely to occur.
- Encourage students to be aware of the time so they know when significant parts of the day (e.g. lunch time) start and finish and to respond quickly to the gong when classes resume after morning tea and lunchtime.
- Apply the Behaviour Management Policy when appropriate.
- Advise the Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Ensure students play in an area that is appropriate for the weather conditions.
- Ensure all students wait inside the school grounds until they are picked-up at the end of the day.
- If a student hasn't been collected by 3.40pm, the supervising teacher will contact the parent / guardian on the child's personal form and ensure adequate supervision is in place until a parent or guardian picks up the child.



Incursions

1. The Principal is responsible for the conduct of all incursions and must ensure teachers follow all the relevant guidelines in their planning and running of incursions, including that the required staff-student ratio and staff qualifications (including first aid training requirements) are met. A level 2 First Aid staff member will attend.
2. Incursion information will be distributed to parents/carers outlining date, costs (if any) and time of activity.
3. Parents/carers may be invited to assist with incursions. Teachers will notify parents/carers of any costs associated with attending an incursion. Teachers are in charge of incursions and parents/carers are to follow teachers' instructions. Teachers and parents/carers should be aware of their roles and Responsibilities.
4. All external providers are required to have a Working with Children Check before working with students.

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	New Policy
Scheduled review date		December 2021