



Managing Child Wellbeing

Onsite Supervision of Children Policy

Purpose:	To establish the responsibilities of team in relation to onsite child supervision. To comply with Child Safe Standards in Ministerial Order 1359
Scope:	Team members
Implemented by:	Principal
Approved by:	WP Board
Reviewed:	Every two years or as legislative changes or improvements are identified following any incidents
Communicated via:	WP Website, Team Induction, Team Meetings and Handbook, Family Handbook

1. Policy Statement

At Woodline Primary we believe that every child has the right to experience a safe and secure school environment. Adequate supervision of children in the schoolyard is a requirement of Woodline Primary's Duty of Care. Children will be supervised at all times whilst at school.

All Team members at Woodline Primary have a Duty of Care for the children attending the school to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen. Woodline Primary recognises that greater measures may need to be taken for younger children and children with a disability. Team members must take care to notice, take action and/or notify the Business Operations Manager of any circumstances in relation to the state of buildings or grounds, including things done or omitted to be done to the premises, that may cause injury or harm to any child.

Woodline Primary 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. Woodline Primary takes into consideration the diversity of the children attending the school and their particular vulnerabilities for example (but not limited to), gender, language, sexual orientation, culture, ethnicity, religion, health, disability, neurodiversity or socioeconomic background. Woodline Primary owes a Duty of Care to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.



2. Aims

To ensure the school satisfies its Duty of Care in supervising children and family expectations that their child will be safe and adequately cared for at school

3. Implementation

Caregivers are responsible for the care and supervision of children:

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

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

Team members will have current First Aid qualifications.

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

The Principal will:

1. ensure that, children are supervised at all times and that arrangements have been made for adequate and appropriate child supervision according to child needs
2. ensure team are aware of their responsibilities to supervise children during school times as well as before and after school
3. ensure supervision timetable is in place
4. regularly inform caregivers that supervision is available only between 8.30–8.50am before and from 3.25-3.40pm after school
5. ensure that sufficient Team members are available to supervise the departure of children at the end of the school day and that these Team members are not called away for other duties without alternate supervision being arranged
6. instruct children and caregivers to notify Team members if strangers are in the school

Team Supervision Responsibilities include:

- Encourage children to keep the playground tidy
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries
- Remind children of safe play rules agreed to by whole school agreements



- Remind children of how to move in a safe manner in areas where collisions are more likely to occur
- Encourage children 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 singing bowl when sessions 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 children play in an area that is appropriate for the weather conditions
- Ensure all children wait inside the school grounds until they are picked-up at the end of the day
- If a child hasn't been collected by 3.40pm, the supervising Team member will contact the caregiver and sign the child into After School Care until a caregiver picks up the child

Incursions

1. The Principal is responsible for the conduct of all incursions and must ensure Team members follow all the relevant guidelines in their planning and running of incursions, including that the required Team-child ratio and Team qualifications are met
2. Incursion information will be distributed to caregivers outlining date and time of activity
3. Caregivers may be invited to assist with incursions and must have a current Working With Children Check (WWCC). Team members will notify caregivers of any costs associated with attending an incursion. Team members are in charge of incursions and caregivers are to follow Team members instructions. Guides and caregivers should be aware of their roles and responsibilities.
4. All external providers are required to have a Working with Children Check (WWCC) before working with children

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	new policy
2.0	December 2022	Improvements identified and updated
3.0	December 2024	No updates required
Scheduled review date		December 2026