

SUPERVISION POLICY

Yarraman Oaks Primary School

Rationale:

Adequate supervision of students in the school is a requirement of the school's duty of care. The principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school and on school excursions and camps.

Teachers and other school staff are responsible for following reasonable and lawful instructions from the principal.

Aims:

To provide adequate and appropriate supervision of students in the school.

Scope:

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Yarraman Oaks Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

This policy covers supervision in the following areas:

- Before and after school
- Yard supervision
- Classroom supervision
- Supervision on camps and excursions

Before and after school

The school grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students

Parents and carers should not allow their children to attend Yarraman Oaks Primary School outside of these hours. Families are encouraged to contact Tina Ersch on 9792 4406 for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school, which can include placing the child in the before school care program.
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Yard duty

All staff at Yarraman Oaks Primary School are expected to assist with yard duty supervision and will be included in the weekly roster. The leading teacher is responsible for preparing and communicating the yard duty roster on a regular basis.

Yard Supervision Recess and Lunch Time– Implementation:

- The roster will require a minimum of two staff members on duty during recess and lunch breaks, each responsible for supervising a designated area of the school.
- During yard duty, supervising staff must:
 - methodically move around the designated zone
 - be alert and vigilant
 - intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
 - enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in our school's *Student Engagement and Wellbeing* policy
 - ensure that students who require first aid assistance receive it as soon as practicable
 - log any incidents or near misses as appropriate in Yard Duty Book
 - if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Yard duty staff members will be provided with a back pack containing basic first aid supplies.
- First Aid trained staff members will be responsible for supervising first aid during recess and lunch time.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to make a swap with another staff member and ensure the changes are communicated to all staff via the whiteboard in the staffroom.
- If a staff member on yard duty needs to leave the yard for any reason they must contact another teacher to come and relieve them before doing so.
- On wet/sweat days the regular timetable will be in effect, with one staff member supervising the junior school building and one staff member supervising the senior school building

Classroom Supervision – Implementation:

- The classroom teacher is responsible for the supervision of all students in their care during class.
- If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher next door for assistance, or if working alone a member of the leadership team. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

School activities, camps and excursions

- The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved. The exact guidelines are available at the following address:

<https://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx>

- The general ruling is 1 teacher per 20 students for day excursions and 1 teacher per 10 children on overnight excursions. All overnight excursions must include a member of staff of each gender.

Evaluation:

To be annually

This policy was last ratified in....

April 2019