

1. Rationale:

In addition to their professional obligations, principals and teachers have a legal duty to take steps to protect students in their charge from risks of injury that are reasonably foreseeable.

2. Aims:

- To ensure staff have an understanding of their duty of care to students and operate in a manner that does not compromise their legal obligations.
- To provide adequate and appropriate supervision of students both in the school yard.
- To ensure our school is compliant with standards which are issued under legislative authority in regard to student supervision.
- To ensure supervision requires protection of students not only from known hazards, but also from those that could arise (those that the teacher could have easily foreseen) and against which preventative measures could have been taken.

3. Implementation:

3.1 The Principal is responsible for administering arrangements for supervision of students as are deemed necessary according to the circumstances of the school. Teachers are responsible for the carrying out of their assigned supervisory duties in such a way those students are, as far as can be reasonably expected, protected from injury.

3.2 On-Site Supervision of Students

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfills its duty care to its students in terms of on-site supervision.

- **Supervision before and after school**
 - The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
 - The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
 - A roster system will be used to timetable staff members for yard supervision.
 - This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.
 - Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.
 - Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.
- **Supervision at recesses and lunch time**
 - Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times.
 - Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.
- **Arrangements for students not collected after school**
 - Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the waiting area external to the office.
 - If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/carer in the school records.

- Where all reasonable attempts have been made to locate the parents/carer and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.
- 3.3 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 end of day supervision period. Parents/carers will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.
- 3.4 Students arriving at school late must be signed in at the Administration Office.
- 3.5 Students must be signed out of the school at the Administration Office if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.
- No student will be signed out early after 3.15pm.
 - No parents/carers are permitted to take students directly from the classroom.
 - Students can only be collected by a parent or a person authorized by the parent.
 - No students will be sent home on their own outside of normal dismissal time.
- 3.6 When a student departs from the school without authorisation, the parent/carer will be informed 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, telephone 9589 6266 (24 hour service).
- 3.7 Teachers are expected to:
- Arrive on time to scheduled timetabled yard duty responsibilities
 - Arrive on time for instruction of the students in their care
 - Adequately supervise students lining up at classrooms when the bell sounds
 - Intervene to protect students from bullying or dangerous play
 - Seek approval to leave the school during APT
 - Sign out when leaving the school during lunch or recess breaks
 - Ensure students in their care are supervised at all times
 - Report incidents relating to the Mandatory Reporting guidelines
 - Use discretion when allowing students to visit the toilet during class time ensuring at least two students attend at the same time and a record is kept of such permission
 - Ensure students in their care are supervised whilst moving around the school
- 3.8 The school's duty of care also includes the provision of safe and suitable buildings, grounds and equipment, effective anti-bully strategies, and ensuring appropriate and timely medical assistance is provided to injured or sick students.

4. Evaluation:

- This policy will be reviewed as part of the school's ongoing policy and process review cycle.

References and Related Documents:

- *Ministerial Order 2009 Order No.199 Extract Part 11 Conduct and Duties*
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

This policy was ratified by School Council in May 2016