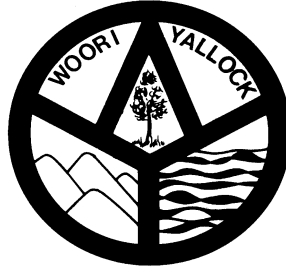


Woori Yallock Primary School

School Number: 1259



ON-SITE SUPERVISION POLICY

Date Implemented	
Author	
Approved By	School Council
Approval Authority School Council President:	_____ _/__/2015
Approval by Principal or Nominee: (Signature & Date)	_____ _/__/2015
Responsible for Review	Assistant Principal
Review Date	
References	DEECD Student Supervision Policy DEECD - POLICY AND ADVICE FOR SCHOOLS

BASIC BELIEFS

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

GUIDELINES FOR ACTION

As part of its duty of care the school is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

The principal or delegate is responsible for making and administering such arrangements for supervision according to the circumstances in the school. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment and it is important the school has a process to authorize these requests and accurate student records are maintained. These sign out sheets are kept at the office. Students must be signed out of the school if departing prior to dismissal time. This includes sports days held at a different location to the school. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Date, time and signature are required as part of the record.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

ROSTER

A roster system will be used to timetable staff members for yard supervision. Yard supervision will include before school, recess and lunch breaks and after school.

Staff on yard duty are:

- To check the details of the roster which is communicated to teachers through email and displayed in the staff room,
- Required to wear visibility vests,
- Required to carry a mobile phone to contact the office in case of an emergency,
- Expected to be at their designated area, promptly after the bell,
- To use the behaviour folder to record notes of incidents within the yard,
- Expected to adhere to the sun smart guidelines and wear a hat in Terms 1 and 4,
- To ensure that all children are moving towards their line, as the music plays so that students are not left in the yard without supervision,
- Note- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing,
- To be vigilant and enforce Woori Yallock Primary School student wellbeing policy.

Before school duty – included on the roster for supervision of crossing the road the ‘kiss and drop’ until all students have been collected. Any student still at school after 3.30pm will be asked to wait in the office area while the staff member(s) on duty contact guardians.

Bus Duty – included on the roster for the supervision for students who use public transport

The principal or delegate will be responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members. The roster will have adequate supervision as determined by the principal or delegate.

This policy is to be read in conjunction with the school’s ‘Duty of Care Policy’