

Wooragee Primary School

On-Site Supervision Policy 2017

Rationale:

- Adequate supervision of students in the school yard is a requirement of the school's duty of care.
- Children will be supervised by an adult 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. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Aim:

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

Implementation:

The Principal must:

- arrange for adequate and appropriate student supervision according to student needs.
- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.
- Arrange for a yard supervision timetable.

The Principal must ensure:

- supervision is provided for before and after school
- parents/guardians are informed about supervision available before and after school
- sufficient teachers are available to supervise the departure of students at the end of the school day
- teachers supervising departures are not called away for other duties without alternate supervision being arranged
- adequate supervision before or after school is based on local circumstances, age and special needs of students
- Bus students are supervised and escorted to the bus
- Students and parents will notify the principal/teacher if strangers are in the school

Note: School authorities in breach of their duty of care may be personally liable for injuries to students.

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
- could have been foreseen and prevented.

Parents 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

On the days there is only one teacher working at Wooragee Primary School and that teacher is unexpectedly ill or absent, a contingency contact person will be called to supervise students until a relief teacher can attend the school. For 2016-19 that contact person is Maree Missen.

The school Council will record in their minutes:

- The arrangements made for the supervision of students during the teacher's absence
- Review the procedure for an only teacher absence on an annual or as needs basis
- Nominate at least one of its members who lives in close proximity to the school to act as a contact person if the teacher is ill or unexpectedly delayed in arriving at the school who will immediately go to the school to act as supervisor until a relief teacher arrives
- Provide the contact person with a set of keys to access the school in case of an unexpected absence.
- For 2016-19 the contact person is Maree Missen.

Related policies

- [Duty of Care](#)
- [Excursions – Staffing and Supervising](#)
- [Student Collection](#)
- [Student Engagement](#)
- [Visitors in Schools](#)

Evaluation:

- This policy will be reviewed annually or earlier as required

Ratified: July 2017

Review Date: July 2020 or earlier as required