

# On-Site Supervision Of Students Policy



## **RATIONALE:**

Adequate supervision of students in the school yard is a requirement of Ballarat High School's duty of care. Ballarat High School satisfies the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to staff.

The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and 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.

This duty extends to intervention in single-sex areas if need be by a teacher of the opposite sex.

## **GUIDELINES:**

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.

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.

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information is clearly provided to parents/guardians on a regular basis through the school newsletter.

- Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment

Ballarat High School has a process to authorize these requests and maintain accurate student records of these events.

## **PROCEDURES:**

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, including supervision of the bus turning circle.

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 3.15pm and 3.30pm. 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/guardians.

## **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 as part of their timetabled allotment. Changes to duty on any given day are communicated through the Daily Organisation processes including email notification and use of DayMap. Should a

teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Daily Organiser.

The school must receive written or verbal permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours. Independent students may be dismissed with the agreement of their Team Leader.

#### **EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME:**

Students must be signed out of the school if departing prior to dismissal time. Independent students are able to sign themselves out, but must have a legitimate reason for doing so

A record of early departures is kept in the General Office and completed for all students departing the school early. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.

#### **UNAUTHORISED STUDENT DEPARTURE FROM SCHOOL:**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed as soon as practicable. 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).

#### **ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL:**

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/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian 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.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

#### **ARRANGEMENTS FOR STUDENT SUPERVISION ON SCHOOL CAMPS AND EXCURSIONS:**

The school will provide supervision ratios in line with the Department's policy depending on the nature and location of the school activity.

**APPROVAL:** This policy was approved by School Council on the 11<sup>th</sup> of June, 2014

**EVALUATION:** This policy will be reviewed as part of the school's four-year review cycle.