



## **Supervision Policy**

### **RATIONALE:**

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

### **AIMS:**

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

### **IMPLEMENTATION:**

#### *Indoor supervision:*

- Supervision of all students is the responsibility of all staff.
- Under no circumstances are students to be left unsupervised. If a teacher is late coming to their classroom or to collect their students from another room, the waiting teacher is to stay with the students and get a message to the office immediately so that this can be addressed.
- Students are not to enter classrooms without a teacher present. Students must assemble under the shelter or in their designated area until a teacher arrives.

#### *Outdoor supervision:*

- Supervision of all students is the responsibility of all staff.
- A yard duty roster updated for teachers for yard supervision is displayed in the staff room.
- The Principal, or delegated staff member will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- Yard supervision will include recess and lunch breaks, before and after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:30am each morning. Parents are actively discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.15pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- Teachers on duty at any one time will each be responsible for supervising a designated area of the school. These designated areas are outlined on the Yard Duty Timetable.
- Yard duty staff will be provided with a bag containing basic first aid supplies are required to wear fluoro vests.
- First Aid trained staff members will be responsible for supervision of the First Aid Room during school times, including recess and lunch times.

- Yard duty staff members will keep a record of individual student behavior if necessary and follow the school's Personal Responsibility Policy.
- Replacement teachers (TRTs) will be responsible for the yard duty responsibilities of the staff member they are replacing. Replacement teachers will only be asked to do one yard duty per day.
- Staff need to follow the school's Skin and Sun Protection Policy and protect themselves with an appropriate hat while performing yard duty during Terms 1 & 4, and when appropriate depending on UV ratings.
- Staff on yard supervision must approach intruders or unknown people in the yard with caution.

#### *Responsibilities*

- It is the Principal's responsibility, or delegated staff member, to draw up the Yard Duty Roster at the beginning of each school year and to review it at the beginning of each school term.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to negotiate with another teacher.
- It is the responsibility of the Principal to cover duty when teachers are away at short notice.

#### **EVALUATION:**

To be reviewed as part of the school's beginning days in-service.

Signed:

Chairperson School Board: Steve Atkinson .....May 2024

Principal: Don DePalma .....May 2024

Policy Review Date: May 2024

Next Review Date: May 2027