



Yarraville Special Developmental School
No. 5278

ONSITE SUPERVISION POLICY

Yarraville SDS Principal: Ashwini Sharma

School Council President: Kim Mace

Certification

School Council President

Signed *Kim Mace*

Date *28/3/2017*

Principal

Signed *Ashwini Sharma*

Date *28/3/17*

This policy ratified at School Council meeting

28 Feb 2017



Yarraville Special Developmental School

Excellence In Learning

ONSITE SUPERVISION POLICY

Aim

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

Rationale

The school will satisfy the duty of care for the onsite management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

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

Implementation

As part of its duty of care the school is required to adequately supervise students for a defined period before school; at recess time; at lunch time and after school.

This on-site supervision requires protection from all hazards, including those that could arise and where preventive measures could be taken.

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

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- designated pick up and drop off areas

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

- the number of students alighting from and boarding the bus at the school
- the age of students alighting from or boarding the bus
- the times of the arrival and departure of the bus(es)
- the location of the pick-up and drop-off points in relation to the other areas of the school
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

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

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 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.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours. Students must be signed out of the school 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.

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian 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).

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 3.15pm will be directed to the office waiting area.

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 as outlined in the DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.

Links (including processes related to this policy)

Links which are connected with this policy are: DEECD Student Supervision Policy.

Review

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.