

# Supervision of Students Policy

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## Purpose

To ensure Hillsmeade Primary School satisfies its duty of care in supervising students.

## Scope

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at the school, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

This policy applies to all staff including ES Staff who have been assigned yard duty and supervision responsibilities and to parents/carers for information.

## Policy

The school has developed the prerequisite *Duty of Care Policy*.

- The Principal will ensure:
  - appropriate arrangements are in place for student supervision before, during and after school hours
  - staff members are aware of their specific responsibilities relating to student supervision
  - parents/carers are regularly informed about supervision available before and after school
  - Parents/carers are responsible for the care and supervision of students travelling to and from school.
- The Principal will:
  - arrange for student supervision according to school needs
  - ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school
- When making supervision arrangements schools must consider reasonably foreseeable risks of injury including hazards that:
  - are known
  - could have been foreseen and prevented

### **Supervision responsibilities during school hours**

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The following lists supervision requirements/considerations for specific circumstances during school hours.

## **Recess and lunch times**

Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:

- written parent/carer requests for students under 18
- short- and long-term lunch passes

## **Cross age tutoring**

If applicable, the principal will decide how much supervision to provide for formal cross-age tutoring programs based on:

- the age and maturity of students
- size of the group
- nature of the activities
- the location within the school

## **Excursions**

The school will ensure appropriate levels of supervision are planned for all student excursions, including camps and local excursions. Refer to [Excursion Guidelines — Supervision](#).

## **Swimming pools**

Students will always be supervised while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council). Refer to [Excursion Guidelines — Adventure activities](#).

## **Visiting speakers/instructors**

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools. This includes instructors providing religious instruction in schools. See [Visitors in Schools](#) and [Special Religious Instruction](#) for more information.

## **Supervision responsibilities before and after school**

The Principal will ensure:

- school supervision is provided for a minimum of 10 minutes before and after school
- parents/carers are regularly 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

More supervision may be required:

- before or after school, based on local circumstances
- for primary students, particularly Foundation (Prep) students

## **Additional supervisory considerations at the beginning and end of the school day**

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The Principal may organise supervision of entry and exit points that considers:

- any entry or exit points that are in use
- road traffic conditions
- designated pick up and drop off areas
- whether any entry or exit points should be:
  - locked
  - designated as out of bounds
  - supervised

## Yard duty

Staff are expected to assist with yard duty supervision and will be included in the weekly roster.

The Leadership Team is responsible for preparing and communicating the yard duty roster on a regular basis. Staff will be designated a specific yard duty area to supervise.

The designated yard duty areas for our school in are:

- Courtyard & 2/3 Playground
- Junior Playground & Pirate Ship
- Basketball Courts & I-RESPEC Garden
- Oval 1 – Amphitheatre & Synthetic
- Oval 2 – Senior Playground & Synthetic Oval
- Oval 3 – Soccer Oval

*(see map at end of this policy document)*

Areas coming under supervision will include the school oval, adventure playground, areas between buildings, games areas (e.g. netball courts) and the school canteen if applicable.

School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the staffroom.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

During yard duty, supervising staff must:

- methodically move around the designated zone
- be alert and vigilant

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- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with the disciplinary measures set out in the school's *Student Wellbeing & Engagement Policy*
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate i.e. in a Yard Duty Book, on Compass – insert school specific procedures]
- when being relieved of their yard duty shift by another staff member, ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift

If the supervising staff member is unable to conduct yard duty at the designated time, she/he must contact the Leadership Team with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, she/he should contact the Leadership Team but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the Office and not leave the designated area until a replacement staff member has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member.

The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out to that danger unsupervised.

Children leaving the school grounds for lunch will be discouraged. If a child is to leave the school grounds during lunch or recess, the parent/carer must provide a written request.

## **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the Office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

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## School activities, excursions and camps

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

Children will be closely supervised during swimming, off-site sporting activities and/or other excursions. Please refer to the school's the *Swimming Instruction & Water Safety Education Policy*. If the school conducts a cross-aged tutoring program, the Principal will decide how much supervision is required depending on the age of the students, size of the group, nature of the activities and location within the school.

For supervision during incursions, please refer to the *Incursions (Safety of Children Working with External Providers Policy)*.

Note: Visiting speakers do not have the authority to supervise students in schools.

Teachers must supervise their students during a presentation from a guest speaker. This includes instructors providing religious instruction in the school.

## Information & Resources

- Policy and Advisory Library:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

Reference:

<https://www2.education.vic.gov.au/pal/supervision-students>

Please refer also to the *Duty of Care Policy*, the *Communication Procedures & Schedule Policy*, the *Collection of Children Policy*, the *Complaints, Parents Policy*, the *Student Wellbeing & Engagement Policy*, the *Swimming Instruction/Water Safety Program Policy*, *Excursions (Including Camps) Policy*, *Students Absconding/Going Missing from School Policy*, *Visitors to the School Policy* and the *Child Safe Standards*.

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## Review Cycle

This policy, first developed in this format in March 2020 and updated in September 2020, will be reviewed annually or if guidelines change (latest DET update late July 2020).

This policy also will be updated if significant changes are made to the school grounds that require its revision.

A mandatory policy

School Council Approval No Longer Required

Although this is an operational policy, the Principal may choose to present it to

School Council for noting