

## Supervision of Students Policy

Status: **draft March 2014**  
Education Sub-Committee

### Rationale:

Rolling Hills Primary School has identified clearly allocated specific responsibilities for staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury that include classroom, playground and programs which are conducted outside of school premises. School supervision is provided from 8.45am until 3.45pm.

### Aims:

To ensure staff students and parents are aware of their responsibility to a learning environment that is safe for all students physically and emotionally, before, during and after school.

### Guidelines:

The DEECD provides specific guidelines for the supervision of students during recess and lunch times, for programs outside school grounds including swimming, and programs provided by visiting instructors or speakers including CRE. **Prerequisite Policy – Duty of Care.**

### Implementation:

- Children should be at school by 8.50am. This allows them to prepare for the day, meet with friends and begin the day in a calm, unhurried manner. At all times of the day, students are expected to be punctual.
- Yard duty and First Aid rosters as well as Specialist timetables will be provided to all staff at the beginning of each year and then throughout the year as changes are made.
- Children who arrive after 9.15am are required to go via the office (with their parent) for a late pass. File these passes with absence notes and early leaver's forms. Please monitor persistent lateness and contact parents. If the problem persists, advise Assistant Principal or Principal.
- Students are supervised during recess and lunch eating and recreation times. There are two teachers and two ESO staff on duty during all recess breaks.
- Children are NOT to be left unsupervised in classrooms AT ANY TIME. Teachers who need to leave a class under extraordinary circumstances are to ring Principal class and neighbouring class.
- Parents will be informed regularly via the school newsletter when staff are on duty. Parents are actively discouraged from sending students early than 8.45 and are encouraged to book them into before school care. Students who remain at school after 3.45pm will be placed in OSH Care.
- Students will not be dismissed before the dismissal bell at 3.30pm. Parents who need to collect the children before this time are required to complete an Early Dismissal form at the office and present it to their child's teacher
- Specific regulations from the DEECD apply to the ration of staff to students for programs outside the school such as swimming, excursions and camps.
- Teachers will supervise their students during presentations from guest speakers, including CRE instructors.
- Parents are required to adhere to all speed limits and traffic controls specified in the school grounds to ensure the safety of all students.
- An experienced teacher will be responsible for co-ordinating rosters and timetables.
- Yard duty teachers will carry minimal first aid supplies to attend to minor scrapes. More serious incidents will be the responsibility of the officer on First Aid duty.
- CRTs will be responsible for all duties of the staff they are replacing.
- Staff on Yard duty must approach people in the yard who are not identified, or contact the office to seek assistance and clarification of the authorization of these people.
- Inappropriate behaviour will be recorded in the yard duty folder and all incidents will be managed using our Restorative Practices model.

### Evaluation:

The Supervision of Students Policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council.

**References:** RHPS – A-Z Information Handbook

**SPAG** <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx#H2N1000B>

# POLICIES

