

School Council Approved: June 2020

Review date: 2023

Rationale

PURPOSE

1. To ensure the safety and wellbeing of students and staff during regular school days and organised school events.
2. To ensure supervision and yard duty responsibilities are clear to all concerned.

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 Stratford Primary 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.

POLICY

Before and after school

Stratford Primary School's grounds are supervised by school staff from 8.30am until 3.45pm. Outside of these hours, school staff are not available to supervise students. An in-venue before and after school care will be investigated should there be enough families requesting ongoing placement. This program would be managed by Kilmany Family Care and would involve a cost to those families participating.

On arrival at school bus travellers go to the undercover eating area to be monitored by staff. If arriving between 8.30 and 8.40 other students will be supervised under the eating area. From 8.40am students will be supervised in the playground area.

Parents and carers should not allow their children to arrive at school before 8.30 and to be at school after 3.45.

Staff are involved in before school meetings, planning and preparation prior to 8.30 and appreciate the support of families in allowing them this time to be adequately prepared for the teaching and learning of the day by ensuring students are not in attendance prior to 8.30.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the student will be taken to the office and the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

Yard duty

- All staff at Stratford Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.
- The principal or delegated staff member/team is responsible for preparing and communicating the yard duty roster on a regular basis. At Stratford Primary School, school staff will be designated a specific yard duty area to supervise.
- The designated yard duty areas for our school are

Area 1 – Eastern Side of School	Area 2
Playground equipment Area in front of the 4/5 and Gr 6 classrooms The oval and cricket nets Glass house and area in front of the bin	Netball courts Ball wall Courtyard with coloured games Coloured wall seating area Toilets Veggie garden Area outside the library rooms Eating area



School staff should wear a provided safety/hi-vis vest whilst on yard duty. Shared safety/hi-vis vests will be in the staffroom. Staff members may choose to keep their own hi-vis vests in their room.

- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher. Staff members who are rostered for duty must prioritise their duty so they can relieve the previous staff member on time or must make arrangements to swap.
- During yard duty, supervising staff must:

- actively supervise, intervening to circumvent any issues and to keep people safe
- be alert and vigilant
- Provide guidance to help with student problem solving
- Highlight and celebrate positive behaviours and interactions
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences as set out in our school's *Student Engagement and Wellbeing* policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents on Sentral and ensure contact with families has been made. This could be done by the staff member on duty or the principal once all details are collated.
- 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 needs to leave yard duty during the allocated time, they should send a student to the staffroom requesting a replacement but should not leave the designated area until the relieving staff member has arrived in the designated area.
- If the next staff member on duty does not arrive for yard duty, the staff member currently on duty should send a student to the office but not leave the designated area until a replacement staff member has arrived.
- Staff will encourage students to seek assistance from yard duty teachers however all staff have a responsibility to assist or intervene should a situation require it, whether on duty or not.
- At Stratford Primary School all staff support each other and visiting and relieving teachers as the need arises.

Classroom

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

No students should be left unattended in a classroom or building

Students may be supervised by someone other than a teacher however there should be a teacher in the vicinity who is aware of the arrangement and able to assist when necessary.

School activities, camps and excursions

The principal and camp/excursion organiser 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 school activities such as camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

For general excursions a supervision ratio 1:20 applies.

For excursions which involve water or crowds a ratio of 1:10 will apply.

The Principal and the camp/excursion organiser will make an informed decision about other events at the planning time.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated in June 2020 and is scheduled for review on 2023. This policy will also be updated as required.