



**Broadmeadows  
Valley** PRIMARY SCHOOL

## **ONSITE SUPERVISION POLICY AND PROCEDURES**

### **PURPOSE**

Schools are required to develop an Onsite Supervision Policy to ensure that duty of care and appropriate arrangements are in place for student supervision before, during and after school hours. This policy aims to communicate to Broadmeadows Valley Primary School (BVPS), staff, students, parents and guardians the procedures that will be implemented. The Principal is responsible for ensuring that staff and community members are aware of their specific responsibilities relating to student supervision.

The Principal will ensure that all community school community members are regularly informed about the supervision arrangements available before and after school.

### **SCOPE**

The BVPS On-Site Supervision Policy applies to all staff, students and parents/guardians. The Principal and staff will provide on-site student supervision according to school needs and be aware of their responsibilities to supervise students during school times as well as before and after school.

### **POLICY**

BVPS will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. When making supervision arrangements BVPS will consider reasonably foreseeable risks of injury including hazards that are known or could have been foreseen and prevented.

The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers 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. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

#### **Policy Implementation Guidelines**

- On-site supervision takes into account not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

- Parents/carers will be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information will be clearly provided to parents, carers and guardians regularly through school enrolment packs, newsletters and the BVPS website.
- Parents and carers will be asked to ensure that their child/ren arrive at school on time every day. Community members will be reminded regularly to arrive at school at 8.45 ready for a 9.00 a.m. start. Yard duty supervision commences at 8.45 a.m. and concludes at 9.00 a.m. Please be on time and avoid “late for school” procedures, i.e., obtaining a late pass for students arriving after 9.00 a.m. from the school office. Being on time saves everybody’s time.
- A roster system will be used to timetable staff members for yard duty supervision. A ‘Yard Duty Roster’ will be created each term allocating teachers to supervise students in defined areas of the school grounds. Details of the roster are communicated to teachers at staff meetings and via the staff noticeboard. Should a teacher be called away to other duties whilst on yard duty, alternate supervision arrangements will be put in place in consultation with the principal or their nominee.
- Yard supervision will include before school, recess and lunch breaks, and after school. The following chart indicates the daily organisational timetable that is observed by all students, staff and parent community.

Before school yard duty supervision	8.45 – 9.00 a.m.	Students arrive at school
Just before 9.00 a.m. welcome music plays to invite students in and notifies them that teaching and learning is commencing	9.00 a.m.	BE ON TIME
Lunch Break	11.20-11.30 a.m.	Lunch eating time
Lunch Recess	11.30 – 12.00 noon	Student play time
Afternoon Recess	2.00-2.30 p.m.	Snack/Playtime
Home Time Bell	3.15 p.m.	End of school day
After school yard duty supervision	3.15 – 3.30 p.m.	Home time. All students leave the school grounds

### **Yard Supervision**

- Supervision of students is the responsibility of all staff
- A roster system will be used to timetable staff members for yard supervision

- A teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members
- Yard supervision will include before school, recess and lunch breaks, and after school
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are 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 3:30pm 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
- The yard supervision roster will basically require staff members to undertake yard duty either before school or after school, for half of recess and half of lunchtime on a specific day
- The timetable will require a minimum of three teaching staff members on duty at any one time, each responsible for supervising a designated area of the school (Johnstone, Dimboola and Central)
- All staff members on yard duty are expected to be on duty in the designated areas at the commencement of their duty time
- Yard duty staff members will be provided with a kit bag containing basic first aid supplies; and a clear plastic pocket containing yard duty raffle tickets, a map of the zones, a timetable, First Aid passes, guideline teacher response statements, a pen and Time Away tickets
- The office staff will be responsible for replenishing the supplies in the Yard Duty kits.
- In addition, Level 2 first aid trained staff members will be responsible for the supervision of the first aid room during recess and lunch times
- Yard duty staff members will keep a record of individual student behaviour in line with agreed school processes and with adherence to guideline response statements
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or additional replacements to be determined and informed by the yard duty coordinator
- The BVPS Daily Organiser will be responsible for coordinating staff deployment within the yard duty roster.
- Students are not permitted within the Learning Neighbourhood without the explicit knowledge and supervision of a staff member
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher and yard duty coordinator
- When a whole Learning Neighbourhood excursion has been planned for part of or a whole day, alternate arrangement for duty and play space will be negotiated and published on SharePoint
- Staff are required to adhere to Sun Smart policy guidelines in terms 1 and 4
- Staff on yard supervision must approach intruders or unknown people in the yard, or seek assistance
- Inclement Weather: When students are required to participate in recess or lunch breaks indoors due to the weather, staff supervision will occur in each Learning

Neighbourhood. The BVPS Daily Organiser will be responsible for coordinating staff deployment within the wet day timetable roster.

### **Yard Duty Zones**

There are three yard duty zones that are supervised at each break.

Zone 1	Dimboola
Zone 2	Central
Zone 3	Johnstone

### **Supervision Responsibilities and Procedures Before and After School**

Principals must ensure:

- School supervision is provided for a minimum of 15 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
- Supervising teachers are not called away for other duties without alternate supervision being arranged
- Staff on yard supervision know how to approach intruders or unknown people in the yard, or seek assistance from a senior staff member
- Staff are aware of their duty of care, e.g., arriving at their yard duty location on time and ensuring that all students have left the yard before completing their roster
- Staff are aware that inclement weather procedures and processes form part of this Policy and alternative arrangements will be implemented according to Bureau of Meteorology alerts and other Department warnings as advised
- Supervision adjustments when required, are communicated at different times throughout the school year and advise of any changes. For example; before or after school, based on local circumstances for primary students, particularly prep students, inclement or extreme weather conditions
- All students upon enrolment and at the start of each year are aware of the safe entry and exit points in relation to both their classroom as well as entering and leaving the school grounds.

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

- road traffic conditions
- designated pick up and drop off areas

### **Unauthorised Student Departure from School**

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).

### **Early Departure of Students Prior to Dismissal Time**

Students must be signed out of the school if departing prior to dismissal time (e.g., medical appointment). A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- Parents/carers are NOT permitted to collect students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No student will be sent home on their own before normal dismissal time.

### **Arrangements for Students not Collected After School**

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 3.45pm 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 Health & 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 DET School Policy & Advisory Guide, depending on the nature and location of the school activity.

## **Supporting Student Safety when Travelling to and from School**

Parent and carers are responsible for their child's safety when travelling to and from school. Parents will be reminded of their obligations and consider a number of strategies to encourage and support their child in regard to safely travelling to and from school. For example, parents/cares may consider whether their child is old and experienced enough to use public transport or walk independently to and from school. Parents/carers will be encouraged to educate their children about traffic safety, walking across busy roads, using designated school crossings, stop, look listen, showing their child the safest, direct school walking route.

## **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. Refer to Visitors in Schools and Special Religious Instruction for more information.

## **FURTHER INFORMATION AND RESOURCES**

- Collection of Students
- Excursions
- Special Religious Instruction
- Visitors in Schools
- Education and Training Reform Act 2006 (Vic)
- Duty of Care
- Supervision of Students

## **COMMUNICATION**

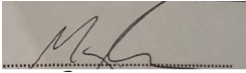
This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Discussed at annual staff briefings/meetings
- Hard copy available from school administration upon request

## **EVALUATION AND RATIFICATION**

The BVPS Onsite Supervision Policy and Procedures will be reviewed as part of the school's three-year review cycle or before in line with DET requirements or mandates. This policy will be regularly reviewed and updated to take account of new laws and technology and the

changing school environment when required. Amendments to this policy will be made in consultation with staff, students and the school community.

<b>Policy</b>	<b>BVPS ONSITE SUPERVISION POLICY AND PROCEDURES</b>
<b>BVPS Council President</b>	Signed: 
<b>BVPS Principal</b>	Signed: <u>C. Ziano</u>
<b>Reviewed</b>	<b>August 2021</b>
<b>Ratified</b>	<b>/ /2021</b>