

# Yarra Junction Primary School

School Number: 3216



## ON-SITE SUPERVISION POLICY

<b>Date Implemented</b>	29/04/2014
<b>Author</b>	Catherine Mason
<b>Approved By</b>	School Council
<b>Approval Authority School Council President:</b>	_____ _/___/2014
<b>Approval by Principal or Nominee: (Signature &amp; Date)</b>	_____ _/___/2014
<b>Responsible for Review</b>	Assistant Principal
<b>Review Date</b>	29/04/2017
<b>References</b>	<a href="#">DEECD Student Supervision Policy</a> <a href="#">DEECD - POLICY AND ADVICE FOR SCHOOLS</a>

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## **BASIC BELIEFS**

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

## **GUIDELINES FOR ACTION**

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

This on-site supervision requires 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.

The principal or delegate is responsible for making and administering such arrangements for supervision according to the circumstances in the school. 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.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment and it is important the school has a process to authorize these requests and accurate student records are maintained. These folders and sign out sheets are kept at the office. Students must be signed out of the school if departing prior to dismissal time. This includes sports days held at a different location to the school. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Date, Time and signature are required as part of the record.

**Note:** When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

## **ROSTER**

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

Staff on yard duty are:

- To check the details of the roster which is communicated to teachers through email and staff noticeboard.
- Required to wear visibility vests.
- Required to carry a radio to communicate with staffroom/office/ principal if required.
- Expected to be at their designated area, promptly after the bell.
- To use the behaviour folder to record notes of incidents within the yard.
- Expected to adhere to the sun smart guidelines and wear a hat.
- To ensure that all children are moving towards their line, as the music plays so that students are not left in the yard without supervision.
- Note- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- To be vigilant and enforce Yarra Junction Primary School student wellbeing policy.

**Gate Duty** – included on the roster for supervision of crossing and car park after school. If students are not collected by 3:45pm students are to be returned to the office by the staff member on duty. This staff member is to contact the parents and notify the office staff that the student will be sat in the office area. Students will be supervised by office staff until alternate arrangements are made.

**Bus Duty** – included on the roster for the supervision for students who use public transport

The principal or delegate will be responsible for coordinating the roster and for negotiating specific duty times or days with individual staff members. The roster will have adequate supervision as determined by the principal or delegate.

Included on the yard duty roster, will be appropriately trained staff members responsible for the delivery of first aid when required. (These staff members must be trained in first aid)

**This policy is to be read in conjunction with the school's 'Duty of Care Policy'**