

# **On site Supervision of Students Policy**

## **Statement of Belief**

Principals and teachers have a special duty of care in relation to their students to take steps that are reasonable in the circumstances to protect students from risks of injury that should reasonably have been foreseen. This duty includes the duty to provide an adequate system of supervision.

The school is bound by the requirements set out in the Department's School Policy and Advisory Guide apply at all times

## **Guiding Principles**

1. The Principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.
2. Teachers and other school staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places.
3. The Principal will regularly remind parents in its community publications, of the times that the school grounds are supervised. This will include arrangements for Period 0 classes, when they are timetabled.
4. The classroom teacher has ultimate responsibility for the supervision of all students in their care.
5. Students should only be placed outside the classroom as a consequence of misbehaviour, in accordance with the school's Behaviour Management procedures, published in the Staff Handbook
6. If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the nearest staffroom for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.
7. To ensure that the yard is adequately supervised at recess and lunch breaks and before and after school, a yard duty roster will be published for all assigned teachers to follow. Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable.
8. The Daily Organiser is responsible to post the current Yard Duty roster in all staff areas. It is assumed that the Yard Duty Roster is a directive from the Principal.
9. Advice is provided to teachers on yard duty in the Staff Handbook that confirms the need to circulate in the designated area, be vigilant and alert and to intervene in any potentially dangerous behaviour.
10. If a student requires first aid while in the yard, the teacher should remain with the student and contact the first aid area in the Office as soon as possible.
11. During incursions, teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class. The teachers maintain overall duty of care.
12. This policy should be read in conjunction with the camps and excursions policy.