

# On-site Supervision of Students Policy

<b>Purpose:</b>	To establish the responsibilities of staff in relation to <b>on-site</b> student supervision.
<b>Scope:</b>	Teachers
<b>Implemented by:</b>	Principal
<b>Approved by:</b>	Fitra Board
<b>Effective Date:</b>	December 2019
<b>Review Date:</b>	December 2022

At Fitra Community School (**Fitra**) we believe that every student has the right to experience a safe and secure school environment. All staff members at the School have a Duty of Care for the children attending the School. Refer to the school's Duty of Care Policy to get a full understanding of a teacher's Duty of Care obligations at law. This policy should not be read in any way as limiting a teacher's general Duty of Care obligations.

## Implementation Guidelines

- Teachers will be allocated particular areas to supervise before school, during break times and after school. The specific time frames for supervision is as follows:
  - Before School: Between 8:30am - 8:45am
  - During Recess: 10:45am - 11.05am
  - During Lunch (including prayer): 12:25pm - 1:40pm
  - After School: Between 3:15pm - 3:30pm
- Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians. This information is provided to Parents/Guardians at the beginning of the year in the Parent/Guardian Information Portal.
- 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/Guardian to:

- o advise of the supervision arrangements before school
  - o request that the Parent/ Guardian make alternate arrangements.
- If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will:
  - o attempt to contact the Parents/Guardians
  - o attempt to contact the emergency contacts
  - o If a student remains uncollected from school and 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 Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.
- All Teachers are required to have first aid training and be able to respond to different injuries if they occur during school hours.
- Safe play rules and playground boundaries are to be established and agreed to at Whole School Parliament.

## Supervision responsibilities

The following instructions and notices apply to all staff:

### 1. Classroom Supervision

- Teachers must not leave the classroom unattended at any time during a lesson.
- It is not appropriate to leave students in the care of ancillary staff, voluntary staff, Parents/Guardians or trainee teachers (At law, the Duty of Care cannot be delegated).
- It is not appropriate to leave students in the care of external education providers for example incursions (At law, the Duty of Care cannot be delegated).
- In an emergency situation use the phone for the Principal or contact the Teacher in the next room (if appropriate – send another student for assistance).
- No student should be left unsupervised outside the classroom as a relocate consequence for misbehaviour. Relocation as set out in the *Behaviour Management Pathway* is to be conducted by sending a student to a colleague's classroom, or to the Principal. Any action taken should be accompanied by documentation and appropriate follow up.
- Teachers are prohibited from using their mobile phone during supervision times for personal messages and phone calls or checking social media.

### 2. Movement of Students

- Care needs to be taken in allowing students to leave the room to work in other areas of the School.
- Teachers will remind children of how to move in a safe manner in areas where collisions

are more likely to occur.

- Use of Students as monitors outside the room during class time must only be in pairs and should only occur when necessary.
- Discretion is to be used when allowing Students to visit the toilet during class time. Students must always go to the toilet in at least pairs.

### 3. Yard Supervision

- Yard supervision is an essential element in teachers' Duty of Care. It is now clearly established that in supervising students, teacher's Duty of Care is one of positive action.
- Teachers should be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Teachers rostered for duty are to attend the designated area at the time indicated on the roster.
- Teachers on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.
- The handing over of duty from one Teacher to another must be quite definite and must occur in the area of designated duty.
- Where a relieving Teacher does not arrive for duty, the teacher currently on duty should send a message to the office, but not leave the area until replaced.
- Teachers should be alert and vigilant, and intervene immediately if potentially dangerous behaviour is observed in the yard
- Teachers will apply first aid to minor injuries and call for another Teacher for support with more serious injuries.
- Teachers will apply the *Behaviour Management Policy* when appropriate.
- Teachers will advise the Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Teachers should always be on the move and highly visible.
- Teachers must not use their mobile phone during supervision times for personal messages and phone calls or checking social media. Personal phones can be used in emergency situations.
- Teachers are to encourage children to place litter in the bins provided and to keep the playground tidy.
- Teachers will remind children of the safe play rules and playground boundaries agreed to at Whole School Parliament.
- Teachers will ensure that children play in an area that is appropriate for the weather conditions e.g. inside if it is raining.
- Teachers will ensure all children wait inside the school grounds until they are picked-up at the end of the day.
- Teachers will ensure all children who walk home, leave the school grounds in a safe manner.
- Teachers will Ensure all children who catch a school bus (if provided) are escorted to the

bus stop and supervised until the bus departs.

#### **4. After hours school activities Supervision**

Parents/Guardians will be informed of new pick up times in the event of after hours school activities or extracurricular activities. Any after hours school activities occurring on-site will take place in either a classroom or the yard and the same supervision instructions and notices set out above will apply.

### **Related Documentation**

*Behaviour Management Pathway*

### **Related Policies**

- Emergency Management Plan
- Critical Incident Plan
- Behaviour Management Policy
- Bullying and Harassment Policy
- Student Welfare Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Duty of Care Policy