On-site Supervision of Students Policy

Purpose:	To establish the responsibilities of staff in relation to **on-site** student supervision.
Scope:	Teachers
Implemented by:	Principal
Approved by:	Fitra Board
Effective Date:	May 2024
Review Date:	December 2026

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 - 8:50am
    - During Morning Tea: 11:00am - 11.15am
    - During Lunch: 12:35pm - 1:15pm
    - 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:

- advise of the supervision arrangements before school
- 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:
  - attempt to contact the Parents/Guardians
  - attempt to contact the emergency contacts
  - 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 Families, Fairness and Housing (Child Protection) to arrange for the supervision, care and protection of the student.
- All full time Teachers and School Admin 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 morning meetings. .

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 relocation consequence for misbehaviour.
   - 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.
   - Discretion is to be used when allowing Students to visit the toilet during class time.

3. **Eyes on the Playground (Yard Supervision)**
    - Eyes on the Playground (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 use affective language in the playground for all low level behaviours and use appropriate strategies from the *Restorative Principles Continuum* to address behaviour challenges restoratively.
    - Children are encouraged to tell the teacher if they have any safety concerns regarding themselves or others. Teachers will actively listen to students' concerns and encourage them to express their views and see what further actions need to be taken.
    - Teachers must keep an eye out for friendship challenges and provide support in resolving conflict positively.
    - Teachers will focus on students who seem more isolated in the playground and encourage support from peers to help
    - Teachers will advise the Behaviour Co-ordinator and Principal of any serious behaviour management or first aid events as soon as practicable after the event and these will be recorded on the Compass student management system.
    - 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 morning meetings.
- Teachers will ensure that children play in an area that is appropriate for the weather conditions
- 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 Policy

Restorative Principles Continuum

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