DANDEMONG HIGH SCHOOL
ON SITE SUPERVISION OF STUDENTS POLICY

Policy Statement
Adequate supervision on students in the school yard is a requirement of the school’s duty of care. The school will normally satisfy the duty of care for the on-site management of students outside the normal timetabled class time by allocating responsibilities for supervision to different staff. 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.

Guidelines
2.1 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. 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 preventative measures could be taken.

2.2 It is essential parents/carers are 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.

2.3 Parents/carers may require their child to leave the school grounds to:

- Go home for lunch
- Be dismissed early from school to attend an appointment

It is important the school has a process to authorise these requests and accurate student records are maintained.

Program
3.1.1 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.

3.1.2 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

3.1.3 The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

- The number of students alighting from and boarding the bus at the school
- The age of students alighting from or boarding the bus
- The times of the arrival and departure of the bus(es)
- The location of the pick-up and drop-off points in relation to the other areas of the school
- Whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus
3.1.4 The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

3.2 Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the school’s newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

3.3 The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- Go home for lunch
- To attend an appointment during school hours

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept and completed for all students departing the school early.

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

**Links & Appendices [including processes related to this policy]**

Links which are connected with this Policy are:


Appendices which are connected with this Policy are:

- Appendix A: On-Site Supervision of Students Procedures
APPENDIX A

On Site Supervision of Students Procedures

Introduction
The processes outlined below provide adequate and appropriate supervision of students in the school yard so the school fulfils its duty care to its students in terms of on-site supervision.

Supervision before and after school
Dandenong High School will provide staff supervision for students arriving before school between 8.35 am and 8.55 am.

The school will provide staff supervision for students after school between 3.20 pm and 3.40 pm.

This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.

Should a teacher be called away to other duties, alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Supervision at recess and lunchtime
Students are required to be adequately supervised during recess and lunchtime. In order to ensure that students are adequately supervised, a ‘Yard Duty Roster’ will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are to be communicated electronically to teachers and via the daily bulletin.

1.1 Yard supervision
Playground and yard supervision is an essential element in teacher’s duty of care and can be a positive way of developing relationships between teachers and students.

Teachers must be aware that yard duty supervision within the school requires the teacher to fully comply with DEECD guidelines and brings with it an increased duty of care. It is a teacher’s responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow school policy whilst on yard duty.

Teachers rostered for duty are to attend the designated area at the time indicated on the roster and to remain in the designated area until the bell signals 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.

No changes to the yard duty roster are to be made without the approval of the Daily Organiser, or Assistant Principal.

A teacher on yard duty must be alert and vigilant and must intervene immediately if potentially dangerous behaviour is observed in the playground. The teacher should enforce school behaviour standards and logical consequences of playground safety rules, and should keep moving during supervision in order to cover the full assigned area.
**Classroom Supervision**

Students must be supervised in the classroom or specialist areas [this includes before and after school lunchtimes and recess breaks].

The classroom teacher has ultimate responsibility for all students in their care [at law, the Duty of Care cannot be delegated], this includes supervision of students who are in the care of ancillary staff, parents or trainee teachers.

External education providers and paro-professionals must have appropriate certification [eg Working With Children’s Registration] and ensure that supervision guidelines are followed.

In an emergency situation the teacher must contact the Executive Principal, Associate Principal or Assistant Principal.

**Movement of Children**

Care needs to be taken in allowing students to leave the classroom.

Student monitors are rostered on duty on a daily basis. These students will be identified with a Dandenong High School Monitor name tag and a fluoro vest.

**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 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. 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.

- No parents/carers are permitted to take students directly from the classroom
- Students can only be collected by a responsible person 16 years and over

**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 3.45 pm will be directed to the Main Office.

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 Human Services and for them to arrange for the care and protection of the student.

**Excursions and Incursions**

1.2 **Unsupervised Activities**

The degree of supervision to be provided for students leaving the school during school hours to engage in educational activities is a matter for local decision. To insist on direct teacher supervision of all activities would severely inhibit the development of any valuable school programs where students are encouraged to undertake activities outside the school either individually or in small groups. The degree of supervision will vary according to the nature and environment of the activity, the age and maturity of the students and the size of the group. The principal/head teacher may decide:

- That direct teacher supervision is needed
- That adequate supervision can be exercised by a single teacher, or by a number of teachers, or by a teacher assisted by other adults
The Principal will require that where direct supervision is not provided, the teacher maintains a formal record of the activity. This record will include: a description of the activity to be undertaken, including locations; the names and ages of students involved; the time of leaving and returning to the school.

Prior written approval of the parent/guardian must be obtained before students are allowed to leave the school premises without direct supervision of a teacher or other adult.

1.3 Excursions
A fully documented excursion planning process is set down for teachers who must complete the required planning steps in a timely manner, including justifying the educational purpose of the activity, sources of any costs and impact on class time for the students and the teacher. The teacher must also ensure that the venue and transport adhere to DEECD guidelines.

The teacher supervising an excursion must ensure that the activity complies with DEECD guidelines and that out of class programs require an increased duty of care. It is the teacher’s responsibility to be aware of these guidelines and of their duty of care.

The teacher in charge will have copies of all confidential medical forms and permission notes with contact details. Copy of this material will also be kept at school.

Arrangements will be made for students not attending to continue their normal program at school under supervision of another classroom teacher.

The teacher in charge or designated teacher of an excursion or camp will carry mobile contact known to the school and a first aid kit. The teacher must also ensure that they have checked any special medical requirements of students attending the excursion, such as the need for an Epipen.

If the return time from an excursion or camp is delayed, the teacher in charge will contact the school to inform the principal/office of the new arrival time so that parents can be contacted and a senior staff member will remain at school until they arrive.

1.4 Incursions
An incursion is an activity that involves school visitors who provide a performance or service to students.

Incursions allow the school to extend the learning opportunities available to students, through the involvement of experts and resources from outside the school community. Incursions complement and are an important aspect of the educational programs offered at our school. People responsible for the delivering of an incursion must sign in and out at the relevant campus. A designated teacher-in-charge will coordinate each incursion.

Be aware that an incursion with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.

Where costs are involved, eg for an external provider delivering a first aid course, parents must be provided with details of the program, costs and payment arrangements. Every effort must be made not to disadvantage students unable to pay for incursion costs.

Links & Appendices:
- The Victorian Government Schools Reference Guide [6.16.1.1 – Specific duty of care]
- Dandenong High School Camps Policy
- Dandenong High School Duty of Care Policy
- Dandenong High School Code of Conduct

School Council Endorsement Date: 15th MAY 2012