



# Carlton North Primary School ONSITE SUPERVISION POLICY AND PROCEDURES

## Rationale

During the defined school operating hours the school has a duty of care to provide an adequate system of supervision of students

## Aims

- To execute the school's duty of care in relation to onsite supervision
- To communicate the requirements for early departure of students

## Implementation

The Principal will ensure:

- The hours of school operation are established, available and communicated to staff and parents at least once per term.
- Staff understand their responsibilities with regards supervision and this is discussed at the beginning of each year and/or when new staff arrive
- A roster is established and administered for yard supervision such as to provide adequate supervision of students in the school yard
- Procedures are in place to record and manage the early departure of students

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

## LINKS AND APPENDICES (including processes related to this policy)

Relevant documents to be read in conjunction with this policy are:

- Appendix A: On-Site Supervision of Students Procedures
- [DEECD Student Supervision Policy](#)
- CNPS Excursion and Incursion policy.

## EVALUATION

This policy will be reviewed in 2016 or earlier as required.

This policy was ratified by School Council in

## Appendix A

### On-Site Supervision of Students Procedures

#### Introduction

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

#### Supervision in the presence of adults other than school staff:

- A teacher, the Principal or the Assistant Principal is responsible for student supervision at all times. A teacher will be present at all times when an incursion is in progress.
- Parent helpers are directly supervised by the relevant teacher to whom they are providing assistance when working with students.
- All school visitors (non-parent/carer) are required to sign in and sign out at the General office in the visitor book.
- Tradespeople and service providers must inform the Principal or office staff of the location of their work.
- All interactions between students and other adults must take place in public areas where visibility is not compromised.
- The school will ensure that relevant service providers working with children have a current and on file Working with Children Check (WWCC)

#### Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am and after school between 3.30pm and 3.45pm. Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. School may change times and this will be communicated to parents.

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 including consideration of:

- 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

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.

At CNPS **Camp Australia** provides supervised before and after school care onsite at CNPS outside normal school hours (OHSC – Out of hours school care). Provision of supervised student before and after school care are at the following times: Before school supervised care: 7.30am – 8.45am, and, after school supervised care: 3.30pm – 6.00pm.

### **Supervision at recesses and lunch time**

Students are required to be adequately supervised during recesses and lunch times. 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 communicated to teachers at staff meetings, email and via the staff noticeboard.

For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate written/ verbal parent/guardian requests for students under 18.

### **Unauthorised student departure from school**

When it is identified that 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 the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

### **Early departure of students**

Students must be signed out of the school if departing prior to dismissal time.

The school must be advised by the parent/carer, either verbally or in writing, when a student is collected prior to the end of the school day

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.
- No students will be sent home on their own out side of normal dismissal time.

### **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 3.45pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school, is not collected by 3.45pm 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.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

In the case of a student covered by a Court Order or specific custody arrangements, these shall be abided to by the school once these arrangements have been communicated.

### **Arrangements for student supervision on school camps and excursions**

The school will provide supervision ratios in line with the Department's policy as outlined in the DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.