

GLENHAVEN PUBLIC SCHOOL



STUDENT SUPERVISION POLICY AND PROCEDURES



Education

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Student Supervision Policy and Procedures

Student Supervision and Duty of Care Policy Statement

The purpose of this policy is to ensure that all students at Glenhaven Public School are safe and the school satisfies their duty of care in supervising students. It is crucial that every school and staff member actively provides for the protection, safety and welfare of students.

In order to achieve this outcome, the School:

1. Arranges adequate student supervision before, during and after school, including on-site and off-site activities.
2. Ensures staff are aware of their responsibilities in supervising students before, during and after school, including on-site and off-site activities.

The Procedures that follow include specific responsibilities of staff members in undertaking student supervision, to protect students from reasonably foreseeable risks of injury, including hazards that are known or could have been foreseen and prevented.

Mandatory Compliance

NESA Registration Manual 3.6.2

Key Legislation and information sources

1. *Children and Young Persons (Care and Protection) Act 1998*
2. *Education Act 1990 (NSW)*
3. *Teachers Handbook 2003*

Other Related Policies

1. Staff Code of Conduct
2. Whole School Discipline Policy and Procedures
3. Child Protection Policy and Procedures
4. Allergy Anaphylaxis Policy

Definitions:

Duty of Care: The duty of care owed by the Department through its staff to students arises directly from the special relationship between teachers and students. This duty of care is to be exercised during school hours, and after school hours, when students are participating in a school activity or program and the school has assumed responsibility for the supervision of students.

The duty of care must be exercised from the time the school formally accepts the presence of students half an hour before normal classes begin until they safely depart the school after normal classes finish. Special arrangements apply in relation to school activities such as excursions and sporting activities conducted outside the school grounds.

Duty of care is a duty to take reasonable measures to protect students against risks of injury, which could have reasonably been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all circumstances are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably be foreseen.

This duty of care will arise whenever a teacher/student relationship exists.

In the instance of playground supervision, the following apply regarding duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under a teacher's care from risk of harm that the teacher should have reasonably foreseen. This requires not only the protection from known hazards, but also protection for those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities. Generally speaking, the less experienced the student, the higher the standard of care the Courts will expect to be exercised.
- A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties e.g. if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.
- The school Principal is responsible for making and administering arrangements for adequate playground supervision. These arrangements are to have regard to the wide range of responsibilities that teachers have and the goodwill of teachers in providing a range of extracurricular activities for students. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

Active Supervision: Active supervision is the professional expectation of being mobile and visible about your designated area of supervision, whether it be a classroom, library, playground area, toilets, school camp or excursion. Active supervision requires one to be alert to identified students (behaviour, medical, disability), and danger or high-risk zones (toilets, out of bounds, concrete surfaces, ramps, slopes, running near poles, muddy and wet).

Custom and practice: In meeting the duty of care principals are responsible for making arrangements for the effective supervision of students taking into account the risk of harm to students and the workloads of teachers. The hours of duty as specified in regulations, determinations, handbook and legislations are- Teachers are required to be on duty at their schools half an hour before schoolwork begins in the morning and may be required to be present, if thought necessary by the teacher in charge of the school, for half an hour after the dismissal of the school in the afternoon. Where special circumstances arise which, in the interest of the school, necessitate attendance beyond these hours, the attendance of the staff may be required.

Supervision before and after normal school lesson time: It is not the responsibility of schools to provide free child minding services for students for extended periods before and after school. Schools are not expected to provide supervision for students any earlier than the half hour before normal school classes commence in the morning. When normal classes finish in the afternoon it is expected that students will safely depart the school. Parents must be aware of this.

Assisting Students to travel safely to and from school: Schools and parents have a responsibility to promote appropriate behaviour and the safety of students travelling to and from school. Students also have a responsibility to meet community, school and parental expectations in this regard. Students have a responsibility to behave in an appropriate ways and to ensure both their own safety and that of other students. Particular care needs to be taken by parents, in and around schools when collecting students, particularly young students. In this regard, schools should bring any concerns about dangerous practices in and around schools to the attention of parents and the appropriate authorities.

Student Supervision Guidelines and Procedures

All staff are made aware of Duty of Care responsibilities while supervising students at school or off-site. Duty Rosters are published and readily accessible by all staff. At all times staff are expected to undertake active supervision. Student supervision is provided in the school from 8.30am in the morning, at the recess break, at lunch and after school bus and Kiss and Drop duty.

Playground Procedures

- Teachers on a rostered basis will supervise the playground.
- The playground will be supervised during the following times:

Morning:	8:30- 9:00
Recess:	11:00-11:20
Lunch 1 st Half:	1:15-1:35
Lunch 2 nd Half:	1:35-1:55

- Playground duties will be allocated by the Principal or advocate and will take into consideration teacher's workloads.
- Changes to playground duty may be arranged with prior approval and must be communicated to duty roster organiser.
- Teachers unavailable for their rostered duty due to excursions or events are to reorganise their duty with other teachers and inform relevant duty organiser.

Teachers on duty are to:

- Move around the playground area and ensure all students are in-bounds
- Must be punctual to duties, especially on second half
- Check potential problem areas such as toilets
- Prevent dangerous practices from occurring (throwing stones, running on hard surfaces, physical contact games and behaviour outside school rules)
- Ensure playground remains clean and tidy
- Teachers rostered on duty are the first point of reference for any problem. Students can only be sent to the office/staffroom for first aid attention with a first aid card for urgent care
- Students must be sent in an orderly manner and monitor to the playground or seats
- No mobile phones are to be used on duty unless in a case of seeking emergency support
- Playground bags must be taken out to duty to administer band aides
- Students without hats are to be seated in the shade on seats in relevant areas.
- Be vigilant with behaviour motivators (smileys and yellow cards)
- Bullying, dangerous play and other anti-social behaviour is against school rules and will be dealt with by teacher on duty and, if necessary, by referral to an executive through Positive Behaviour for Learning processes
- Supervising staff are expected to arrive at the assigned area promptly and to not leave the area until the end of the rostered duty or until relieved if there is a follow on supervisor
- Complete an Accident Report if a child receives any form of head injury and any serious injury where a child is sent home for further medical attention. Grade Supervisors to be consulted to confirm whether this is needed.

Morning Duty:

- K-2 are allocated to the top playground and 3-6 in undercover area
- No ball sports are allowed in either area due to limited space
- Children play on asphalt and are not allowed on grassed areas or bus bay area
- In wet weather K-2 students are seated outside or inside the hall depending on availability
- Students walk quietly to assembly area when music commences at completion of morning duty

Recess Duty:

- Students sit on seats or asphalt to eat their recess. No sitting on concrete area outside Kindergarten classrooms
- Students to raise hands to have permissions to leave and then check all rubbish has been placed in bins
- Student can play on grass area in direct vision at the discretion of supervising teacher. This may depend on weather, ground conditions and any building or maintenance work being carried out
- No ball sports due to limited space

Lunch Duty (Top Playground):

- Students can play on both grass areas
- One teacher to supervise grass area outside OOSH and the other to supervise the asphalt and small grass area
- Students need to be seated if still eating
- Please be vigilant with student playing in toilets
- Staff member will collect students at 1:35 in front of toilets and accompany them to the Library
- Students are not permitted to go to the games room, library or canteen after approximately 5 minutes after eating time
- Option 2. Year One and Year Two will play behind demountable while OOSH is being constructed
- Office staff are not to supervise students before school, recess or lunch breaks.

Lunch Duty (Bottom Playground):

- Students can play on grass, basketball court and undercover area
- One teacher to supervise undercover area and grass directly outside this area
- One teacher to supervise basketball court and grass near it
- Please be vigilant with students playing in toilets
- Students must be seated if eating
- No playing in areas outside the front of classrooms
- Library monitors will collect children at 1:35 at the bottom of the stairs near canteen to escort students to the canteen.

DURING WET WEATHER NO BALL SPORT AT ALL ARE ALLOWED DUE TO RESTRICTED SPACE

After School:

- **Immediately** after the 2:55 bell students are to walk quickly to bus bay where they are to be seated facing the road.
- Two staff members will Supervise this duty ensuring all students are seated quietly with no games allowed
- Students are not to be held back after school for any disciplinary reasons
- Students are allocated to cars on the first three basis
- Supervision concludes at 3:20 pm when an Executive or teacher sends students to the office where they are supervised. Office staff are not allowed or required to Supervise students whilst waiting to be collected by parents

Excursions and Sporting Activities:

- Supervision during excursions must be adequate in relation to the number of students, their maturity, anticipated behaviour and the planned activities. Approval for excursions must be sought from the Principal
- All teachers participating in an excursion must accept responsibility for supervision while on excursions and cannot transfer that responsibility to parents/carers other volunteers or external organisations
- One trained emergency care member of staff must accompany any excursion involving swimming or water activities and/or overnight stays
- A risk assessment must be completed for all excursions and medical notes must accompany students on the excursions, especially in relation to health care plans and prescribed medication.

General Supervision:

- During lesson time the teaching staff are expected to be present in the classroom whenever students are in the classroom, ensuring that students are adequately supervised at all times.
- Classes are not to be left under the combined supervision of another staff member unless an Executive has been informed and only in extreme cases to ensure appropriate Duty of Care.