POLICY STATEMENT
Adequate supervision of students in the Seymour College yard is a requirement of the College’s duty of care.

The College will satisfy the duty of care for the on-site management of students outside 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 College, 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.

GUIDELINES
As part of its duty of care the College 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 preventive measures could be taken.

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. This information will be clearly provided to parents/guardians on a regular basis.
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

The College will authorise these requests and maintain accurate student records.

**PROGRAM**
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.

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

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.

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 College’s newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

The College must receive written permission or verbal approval by phone from a parent/carer before authorisation will be given to a student to be dismissed to:
- go home for lunch
- to attend an appointment during school hours

Students must be signed out of the College if departing prior to dismissal time. A record of early departure will be kept in the Administration Office and completed for all students departing the school early.

**Note:** When a student departs from the College (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

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

**IMPLEMENTATION**
- Supervision of students is the responsibility of all staff.
- 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.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:35 am in the 7-12 area and 8:45 am in the F-6 area each morning. Parents are discouraged from sending their children to school before this time.
- Students may arrive in the school yard earlier for special events, including camp and excursion departures, and regularly scheduled events, including the Primary Breakfast Club, Tuesdays and Thursdays beginning 8:30am.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after the last bus leaves the bus bays each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
• Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil.
• Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
• Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
• Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to discuss the matter with the coordinating teacher.
• Staff will be provided with sun block for periods of hot weather.
• Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.
• Staff members must be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster at the end of the session.

EXPECTATIONS
• This policy will be reviewed as part of the College’s review cycle.

1. This policy will be made available on the College’s website.

2. This policy was ratified by College Council on 10/09/2014
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 fulfils its duty care to its students in terms of on-site supervision.

Supervision before and after school
The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.

The school will provide staff supervision for students after school between 3.30pm and 3.45pm.

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 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, daily bulletin 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 parent/guardian requests for students under 18
• short and long term lunch passes.

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 the 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.
• 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, 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.

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.

**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.