PURPOSE

The purpose of this policy is to ensure that the school has procedures in place for the safe supervision and collection of students, before, during and after normal school hours.

GUIDELINES

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.

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.

Parents/guardian are to be 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/guardian. This information should be clearly provided to parents/guardians on a regular basis.

Parents/guardian may require their child to leave the school grounds to:
  • be dismissed early from school to attend an appointment
  • go home for lunch

It is important the school has a procedure to authorise these requests and accurate records are retained.

IMPLEMENTATION

Supervision responsibilities before and after school

Parents and Guardians

Parents and Guardians are responsible for the care and supervision of students
  • travelling to and from school
  • outside the times of school supervision before and after school.

School Staff

  • Supervision is provided for students at school from 8.35 am until classes begin at 8.50 am. Two members of staff are rostered to be on playground duty and all students are to play in the supervised areas.
  • Students enter the classrooms at 8.50 am where the classroom teachers are in their rooms and available for supervision of students as they prepare for the start of the school day at 9.00 am.

Supervision responsibilities during school hours

School Staff
• Staff (teachers, Principal, Integration Aides) will be rostered to supervise students during all recess and lunch play times every day. The school playground is divided into areas, and each area will be monitored by one staff member.

• Fluorescent safety vests have been supplied for staff to be used whilst on duty to ensure that they are highly visible at all times.

• Staff who are not on rostered onto yard duty supervision but walk through the grounds or school buildings and observe a potentially hazardous situation are to exercise their duty of care.

• Students will be instructed to seek the help of a supervising teacher in situations which demand it and including the need for First Aid.

• Staff on duty carry a small first aid pack and administer first aid for minor injuries as required.

• Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance from the Office.

• Students on the Program for Students with Disabilities may have an Integration Aide rostered to provide special supervision during recess and lunch play breaks when necessary.

• When required staff will be rostered for supervision of students under Behaviour Support plans.

• See APPENDIX A – Yard Duty Roster

Parents and Guardians

No parent/guardian is permitted to take students directly from the classroom.

• Parents/guardians collecting students during school hours must sign the student sign out book provided at the administration office.

• Students returned to school during school hours must be signed in at the administration office before returning to class.

Arranging for Student Collection from School

Parents and Guardians

• Parents/guardians are responsible for collecting their children from school.

• It is expected that parents/guardians clearly communicate to their children any changed arrangements for after school pick up or bus travel.

• Parents/guardians are able to contact the administration office to inform the school of any changed arrangements for after school pickup.

• Parents/guardians should inform the school of authorised relatives or friends collecting their child from school.

School Staff

• School staff will allow students to be collected by their parents (subject to any court order restrictions) or by a person authorised by the parents to pick up their child.

• If the authorised person collecting the student is not known to the school, verification of identity is to be established through the Principal or administration office.

• The administration office, once contacted by the parent/guardian and informed of changed pick up/travel arrangements, will communicate this directly to the child and the child’s classroom teacher.

• Staff will be rostered to supervise students at exit gates and buses every day. The school will monitor the two gates in Kennedy Street with the 2 minute pick up/drop off zones to supervise student departures from school.

• Staff will be rostered to monitor (check off students on Bus Roll) students boarding the interchange bus every day.
With the introduction of the 2 minute pick up /drop off zone at the front of the school, two staff members are rostered to supervised student departure from this school.

• See APPENDIX A – Yard Duty Roster.

Unauthorized student departure of students prior to dismissal time.

When a student departs from the school (following initial attendance) without authorization, 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 be made with the police and the Department’s Emergency and Security Management Branch, telephone 9589 6266 (24 hour service)

Students Who Remain After School Hours

• Students who are normally collected from school, but are still at school beyond the normal collection time will be asked to accompany the duty teacher to the administration office.
• The duty teacher in charge will then phone the parents. If unable to contact the parents, the duty teacher is to use the emergency contacts identified in the student records, then any known contacts to establish and confirm an arranged time for the child to be collected from school by 4.00pm.
• The student/s should remain in the school foyer under the supervision of the duty teacher until the child is picked up from school by 4.00pm.
• In circumstances where the duty teacher has a professional meeting or professional development commitment, they may negotiate to hand the responsibility to the Principal (or in the Principal’s absence, the Principal’s delegate on the day).
• In an extreme case where all reasonable attempts to locate the responsible adults (parents, listed emergency contacts and known friends) fail and it is well beyond the acceptable collection time, the Principal should consider contacting the Police or the Department of Human Services to arrange care and protection and follow up by registering the situation with DEECD Emergency Services (phone: 9589 6266).
• Students who have been booked in to Oshclub (Out of School Hours Care) depending on their age level will either be collected by a representative from Oshclub from their classroom or make their own way to the program which is situated within the main school building.

If you are the Principal’s delegate in charge

• Contact the Principal to leave the details of the child’s whereabouts.
• Ensure that the Police have a copy of your notes including the list of people you have contacted.
• Give the police the child’s address to enable then to notify the child’s neighbour or a friend of the family so that when the parents are finally located, they will have the information to establish the whereabouts of their child.

EVALUATION

This policy will be reviewed as part of the school’s three year review cycle or earlier as required.
APPENDIX A

See current Yard Duty Roster.