



Hurstbridge Primary School

SCHOOL SUPERVISION POLICY

Purpose

All staff have a duty of care to ensure that the supervision, safety and well-being of students is maintained at all times. Adequate supervision of students in the school yard is a requirement of the school's duty of care.

The school 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.

Aims

To provide a policy framework for student supervision which:

- ensures that students are provided with continuous supervision.
- establishes a set of guidelines in line with the Student Welfare and Discipline Policy.
- ensures that yard duty responsibilities are clearly documented, communicated and shared equitably.

Implementation

Yard Duty:

- 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 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 should be clearly provided to parents/guardians on a regular basis.
- A roster system will be used to timetable staff members for supervision in the yard.

- Yard supervision will include before school, recess and lunch breaks, and after school. Staff are to ensure that they are on duty in the yard throughout the times specified:

8:30 - 8.45am	12:45 – 1:10pm
10.25 - 10.40am	1.10 – 1:35pm
10:40 - 10:55am	3.15 - 3.30pm

- Staff are to ensure that they are on duty **punctually** and that:
 - supervision is constant and diligent.
 - a visible presence is maintained (wearing of yellow safety vests).
 - bum bags and walkie talkies are carried at all times.
 - information about specific children and particular medical conditions are taken out to duty.
 - students avoid out-of-bounds area (past the pathway or the prep playground)
 - students do not indulge in rough or dangerous activities.
 - bullying does not occur.
 - the yard is kept in a clean condition.
 - they adhere to the school's SunSmart policy.
- Mid lunchtime and recess, change-over of staff will take place so that the yard is not left unattended. Should a staff member not be present or has not provided adequate supervision on a scheduled duty, he/she may be in an adverse position if an accident occurs and complaints or litigation follows.
- Full details as to areas of yard duty supervision and times will be made available to CRTs by the Assistant Principal.
- Variations to the roster (ie excursions) need to be arranged between teachers and the Assistant Principal must be informed. Details of such arrangements are to be published on the daily bulletin and the whiteboard.
- Most accidents or illnesses occurring in the school ground are of a minor nature. Teachers should use their discretion as to the severity of the injury. Yard duty teachers are to deal with minor injuries whilst out in the yard. If a student's injury is more serious (bumped head, deep cuts, blood noses, excessive bleeding), students can be sent into the First Aid room. The injured student needs to be given a Yard Duty card (found in teacher's bum bag) before coming inside the building. If an injury is very serious, yard duty staff can call the Sickbay/Staffroom via the mobile phone for extra help.

As a teacher's primary consideration is the continuance of their yard duty supervision, only in the event of a serious accident should they leave that duty to accompany the injured student.

- Students are not permitted to be in the building(s) at any time without teacher supervision. This includes recess, lunch, before and after school.
- All teachers must ensure they are at their line-up areas with their classes by the final bell.
- Any "stranger" in the school grounds not wearing a Hurstbridge visitors' badge must be approached and asked to report to the school office.
- 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.
- In cases when a student has not been collected by 3:30 pm they are to wait at the front office. After 4:00 pm the student will be automatically enrolled in the Out of School Hours Care program.
- 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 hourand always accompanied by an adult.
- 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.

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

Inclement/extreme Weather Procedures:

An announcement will be made should inclement/extreme weather procedures be required. The Principal, Assistant Principal or Yard Duty teacher can call a Wet Day/Hot Day:

- If there is constant rain and it doesn't look like it will stop
- temperature is at or has exceeded 34^o
- discretionary purposes.

- At no times should children be allowed to get wet or too hot. If it starts to rain during a break, an announcement to send students inside will be made. Sending students “under cover” should be avoided.
- Arrangements for supervision of students during inclement/extreme weather will be published as part of the Yard Duty timetable.
- During inclement/extreme weather, students will remain inside their classrooms and are only permitted to leave to go to the toilets. Students are not permitted to “play” in the corridors or under the covered walkways.
- It is the responsibility of the class teacher to ensure that the students have suitable activities for them on these days.
- Should the entire lunch break be an inclement/extreme weather program, the changeover of supervising teachers should occur at the classroom area, not in the staffroom or office.
- If weather conditions improve an announcement will be made directing students to go outside. Students leaving classrooms need to line up and wait for the duty teachers to dismiss them before going outside.
- Because of inclement weather, it may be necessary to bring students inside before 8:45am. On such occasions all teachers are required to be in their classroom no later than 8:30 am for supervision purposes.

LINKS

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

Attachment: Yard Duty Timetable

Evaluation

Evaluation of the School Supervision Policy will occur as stipulated in the Hurstbridge PS Policy Review Cycle.

APPENDIX A: General Rules & Management Guidelines

General Rules

- Play safely
- Respect others
- Look after our school
- Do your best

Management Guidelines

Play Safely

- Play safely in the correct areas.
- Walk quietly inside the school and use the nearest and allocated door(s) to your classroom.
- Leave dangerous and/or expensive things at home.
- Walk bicycles and scooters across the school ground and wear an approved helmet.
- No riding bikes during school hours.
- Wear sensible shoes at all times. No thongs or open toed sandals.
- Do not play or eat in the toilets.
- Food is to be eaten only in the designated areas.
- The first aid room is only for sick or injured people and students should only go there when directed by a teacher.
- Stay outside unless directed inside and supervised by a teacher.
- On wet days or very hot days, come inside only after hearing an announcement.
- School hats are compulsory during all outdoor activities from September to end of April.

Respect Others

- Do not hurt, annoy other people or take part in fighting or bullying.
- Spitting is unhealthy and unacceptable.
- Allow everybody to play safely and cooperatively.
- Be respectful and polite and do not swear or verbally abuse others.
- Students are encouraged to seek assistance from Peer Mediators to resolve minor conflicts.

Look After our School

- Put all litter in the bin.
- Care is needed when playing near the plants or trees.
- Look after all buildings and school property.
- Be your best at all times.

Playground Rules

Note: Please ensure that all students are familiar with the playground rules and Out of Bounds areas.

- No climbing of any trees.
- No use of sticks in any games.
- No throwing of missiles such as stones under any circumstances.
- Tackling in any games is prohibited except when a teacher is taking organised sports practice.
- No kicking of balls is allowed near the school entrance, performance courtyard, area outside the prep rooms.
- No student is permitted to leave the school grounds during school hours without teacher/parent supervision.
- No student is to retrieve a ball from outside the school grounds or the car park. These may be retrieved by staff when appropriate/practical to do so.
- No student is permitted in the classrooms during recess and lunch times unless instructed to and supervised by a teacher.
- Hats must be worn outside at all times from September to end of April.
- Cricket can only be played on the oval.
- The use of hard balls (cricket, softball) is not permitted without teacher supervision.

Out of Bounds Areas

- No student is permitted on the roof, or to attempt to retrieve a ball or similar object on the covered ways
- No student is permitted under the portables.
- No student is to play in the garden beds.
- Only monitors appointed by teachers are allowed in the sports shed.
- Students must not play in the toilet areas.
- The staff car park.