



R002	Student Supervision Policy
Purpose	This policy regulates student supervision.
Authority	Occupational Health and Safety Act (WA) 1984 School Education Act 1999 School Education Regulations 2000
Policy	While at school and during all school-based activities, students are always to be adequately supervised .
Delegation	The Principal
Related Policies	Physical Restraint (CP002) Excursions and Camps (I002) Sun Protection (H005) Health Records Management (H004) Mental Health, Suicide and Non-Suicidal Self-Injury (H006) First Aid (H008)
Date approved	March 2009; March 2012; March 2015; November 2019
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Review Authority	Management
Keywords	Supervision; school-based activities
Authorised by: Board Chairman	
Date:	
Author/Reviewer:	Jolanda Mulder – November 2018



R002

Student Supervision Procedure

The school will respond to any and all elements of foreseeable risk and will take reasonable steps to ensure that the health and safety of students is not put at risk. This includes the adequate supervision of students while at school and during all school-based activities.

To achieve this, a number of strategies have been adopted to ensure a safe school environment for students at school and during off-campus school activities. These include:

- Safe playgrounds with well-spaced, regularly checked, good quality sport and play equipment
- Designated drop off and pick up points for students and staff commuting by bus, car, or bike
- Regular maintenance and repair systems dealing with upkeep and safety checks as well as on a needs basis
- Ramps, paths and railings to permit free movement of foot and wheelchair access
- Before and after school supervision roster and for all recess breaks
 - Before school from 8.15am - on the main playground near the carpark and on the primary oval
 - After school until 3.30pm - on the carpark and at the bus stop
 - During breaks - on all the ovals and classrooms
- Where students are working in groups outside the classroom, the classroom teacher shall continue to provide appropriate supervision
- Students will be supervised in the sick room
- School staff are to consider the following in determine appropriate levels of supervision:
 - The student's age, experience and capabilities
 - Any physical or intellectual impairments
 - Medical conditions
 - Behavioural characteristics
 - Nature of the activity and the environment in which it is held
- Clearly explained school rules to all student groups at the commencement of every school year
- Documented guidelines for staff concerning student behavioural expectations and standards
- Safety update regularly on staff meeting agendas
- Where activities necessitate crossing a road, students will be supervised by a staff member in a high visibility vest when crossing and are required to cross at designated crossings (where applicable) under all circumstances.

Students that leave the school grounds without permission:

All instances in which a student leaves the school grounds without permission must be reported to the Principal or Deputy principal immediately. Where a student's personal safety is deemed to be at risk (eg. young student) staff members have duty of care to try and find the student in order to return that student to safety. When an older student has left the school grounds without permission, the Principal or Deputy Principal is to alert the relevant parent or caregiver as soon as possible. Depending on the circumstances and parental responses, it may be necessary to alert the police. In all cases a parent or care giver must be notified of the incident as soon as possible.