



R002	Student Supervision Policy
Purpose	This policy regulates student supervision.
Authority	Work Health & Safety Act 2020 School Education Act 1999 School Education Regulations 2000
National Principles for Child Safe Organisations	Principle: 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
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	April 2024
Next Review Due	April 2027
Review Authority	School Committee
Keywords	Supervision; school-based activities, Duty of care
Authorised by: Board Chairman	
Date:	April 2024
Author/Reviewer:	C Brearley – March 2024



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
1	Mar 2009		
2	Mar 2012		
3	Mar 2015		
4	Nov 2019		J Mulder
5	Apr 2024	Added Version Management table, NPCSO, update authority legislation, update duty of care statement to current guidelines, add communication section, update before & after school procedures.	C Brearley



R002

Student Supervision Procedure

The school has a duty to ensure reasonable care is taken of its students while they are on the school premises and during school related off-site activities. The school will take reasonable steps to reduce the risks to students health and safety. This includes the adequate supervision of students while at school and during all school-based activities.

To achieve this, strategies have been adopted to ensure a safe school environment for students. These include:

- Maintaining appropriate staff to student ratios as per school registration guidelines and F003 - staffing formula policy.
- Ensure staff including relief staff have appropriate training in supervision procedures, and first-aid emergency anaphylaxis & asthma management as set out in the school registration guidelines and policy H008 – first aid policy.
- 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.
- The following procedures for before school supervision:
 - Students present at school before 8:15am must be in the high school undercover area until supervision begins.
 - Supervision roster from 8.15am until school commences - on the main playground near the carpark and on the primary oval.
- The following procedures for after school supervision:
 - Kindergarten and Pre-primary students must be picked up from the classroom by a parent/guardian or older sibling.
 - The secondary duty teacher supervises the Beaufort road bus pickup area. Students are not permitted on the public footpath or Church garden while waiting for the bus.
 - The primary duty teacher supervises the church carpark and brings late pickup students to the high school undercover area.
- The school rosters supervision for recess and lunch 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.

Communication of duty of care

As a reminder of the schools duty of care to students, the principal will:

- Regularly publish via the parent handbook and school newsletter:
 - The schools supervised hours.
 - Procedures for student drop off and pickup including bus stop supervision.
- Contact parents of children who are regularly dropped off or collected outside of supervised hours.
- Obtain parental permission for students to leave school grounds for all supervised short activities, excursions, and camps.

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 (e.g. 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.