



ONSITE SUPERVISION POLICY AND PROCEDURES

POLICY STATEMENT

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

Echuca West Primary School (EWPS) will normally 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 school, 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 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.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment. EWPS uses a visitor book to document these requests.

Students attending the Active After School Program must be collected from the front gate.

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.

EWPS has two designated entry/exit points which should be used by all students. The first exit is at the front of the school and the second exit is at the side of the school next to the gas tank. These areas are also the **only two** designated pick up and drop off areas. For safety reasons, no other gates are to be used to exit the school. At the front exit all students are required to be collected by a parent/guardian and walked to their car if they need to cross a road. At the side exit all students are required to be collected by a parent/guardian and walked to their car.

One staff member will be allocated the task of supervising students departing on buses.

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.

The school must receive written or verbal permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is 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.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.