

ONSITE SUPERVISION POLICY



Rationale:

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

Aims:

- To provide adequate and appropriate supervision of students in the schoolyard of Emerson School.

Implementation:

- Supervision of students is the responsibility of all staff.
- Staff will be timetabled for yard supervision.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Parents will be informed regularly via the newsletter/student planner that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed via the newsletter/student planner that staff members will not be rostered to undertake yard supervision after 3:15pm each day. Any students not using the Department provided bus service are to remain in Administration until collected by parent/carer. Parent/carer will be contacted if student has not been collected by this time.
- Independent travellers will be supervised at designated bus stop until public bus arrives.
- The yard timetable will require staff members to undertake yard duty before school, for 15 minutes of recess and/or lunchtime, or before school on specific days.
- A Leadership Team member will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The timetable will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members will write up incident report of individual student's inappropriate behaviour and give to section coordinator for follow up.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either make a swap with another staff member, or discuss the matter with the coordinating member of the Leadership Team prior to their non attendance of relevant duty.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively seek assistance.

Evaluation:

This policy will be reviewed as part of the school's regular policy review process.

Emerson School Council last ratified this policy in

October 2014