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