



Kialla Central Primary School - 1366

YARD DUTY SUPERVISION

POLICY ~ Parents and Students

(Ratified by School Council in May 2018 to be reviewed annually)

Kialla Central Primary School understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

Teachers including casual relief teachers and the Principal participate in Kialla Central Primary School's yard duty roster and school supervision requirements, and follow clear procedures for responding to accidents or incidents in the playground and learning areas. Education Support Staff may also be called upon to assist with supervision requirements, when required.

School staff are rostered on for yard duty before school, during recess, lunch and after school. School grounds are supervised before school at 8.30am to 8.50am in playground before students go into their classrooms. After school, staff supervise from 3.15pm to 3.30pm at the main gate. Students on school grounds outside these times will **not** be supervised (unless they attending our Outside School Hours Care Program or supervised extracurricular activity).

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students;
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions; and
- designated pick up and drop off areas.

The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal who will consider the following:

- the number of students getting on and off the bus at the school;
- the age of students getting on and off the bus;
- the times of the arrival and departure of the bus(es);
- the location of the pick-up and drop-off points in relation to the other areas of the school; and
- whether supervision is required to protect students on the bus, or from unruly student behaviour when getting on and off the bus.

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when getting on and off the bus.

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. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- go home for lunch; and
- to attend an appointment during school hour.

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

This policy is to be read in conjunction with the school's 'Duty of Care Policy'.

Kialla Central Primary School has in place a number of internal policies and procedures in place to respond to specific circumstances and potential risks in schools, including:

- camps and excursions;
- First Aid;
- grounds management and tree maintenance; and
- student private property.

School staff, parents and students are encouraged to speak to our principal, Debbie Humphries, if you have any concerns about potential risks at our school, or our duty of care obligations.

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide
 - Supervision, Duty of Care, Child Safe Standards and Visitors in Schools.
- Appendix A ~ refer to attached document

APPENDIX A

On-Site Supervision of Students Procedures

INTRODUCTION

The processes outlined below provide adequate and appropriate supervision of students in the school so the school fulfils its duty care to its students in terms of on-site supervision.

SUPERVISION BEFORE AND AFTER SCHOOL

The school will provide staff supervision for students arriving before school between 8.30am and 8.50am.

The school will provide staff supervision for students after school between 3.15pm and 3.30pm. Students remaining at school after 3.30pm will be sent to our Outside School Hours Care Program at their parents/careers expense.

This information is provided to parents/careers on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/careers.

Sufficient teachers will be allocated by the school principal or nominee to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or nominee.

SUPERVISION AT RECESSES AND LUNCH TIME

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in the school grounds during these times.

Details of the roster are communicated to teachers at staff meetings.

UNAUTHORISED STUDENT DEPARTURE FROM SCHOOL

When a student departs from the school (following initial attendance) without authorisation, the parent/career will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the Administration Office as well as in each classroom and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL

Parents/careers will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/careers. Students remaining at school after 3.30pm will be sent to our Outside School Hours Care Program at their parents/careers expense.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/carers, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the Police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

ARRANGEMENTS FOR STUDENT SUPERVISION ON SCHOOL CAMPS AND EXCURSIONS

The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.