



# NATHALIA SECONDARY COLLEGE

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## SUPERVISION POLICY

### **Purpose**

To ensure that the schools duty of care in terms of adequate supervision in school is applied.

### **Guidelines**

To provide adequate and appropriate supervision of students in the school for defined period before school, at recess, lunchtime and after school.

To provide parents/care givers information as to when students are supervised and outside these times supervision and/or collection of students is the responsibility of parents/carers.

### **Implementation**

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for classes/supervision.
- Supervision will include before school, recess and lunch breaks, and after school.
- Level 2 first aid trained staff members will be responsible for supervision of the first aid room.
- Staff members will keep a record of individual student behaviour and record on SIMON.
- Casual Relief Teachers will be responsible for the duty responsibilities of staff members they are replacing or as allocated.
- Staff members who are aware that they cannot fulfil their duty obligations due to appointments or excursions etc. are required to discuss the matter with the daily organiser.
- Staff need to wear hi vis jacket. In term 1& 4 hats and sun block.
- When on duty staff need to ensure appropriate safety and OHS rules are observed.
- Staff members must be prompt at arriving at their duty location, and must ensure that all students are supervised in this time.
- Parent/carers are responsible for informing school if students will be leaving during the day and the method of collection. Students must sign out (record of departure is kept in admin area). When a student departs school (following an attendance) without permission, parent/guardian will be informed.

See Appendix A.



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## Appendix A

The school will provide staff supervision for students arriving before school between 8.45am and 8.55am.

The school will provide staff supervision for bus travelling students after school between 3.20pm and 3.35pm.

This information is provided to parents/guardians 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/guardians.

Sufficient teachers will be allocated by the school principal or their 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 their 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 defined areas of the school grounds during these times.

Details of the roster are communicated to teachers at staff meetings, daily bulletin and SIMON (on their daily timetable).

For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:

- written parent/guardian requests for students.

### **Unauthorised student departure from school**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian 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 and completed for all students departing the school early. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person with appropriate parent permission given.



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- No students will be sent home on their own outside of normal dismissal time.

## **Arrangements for students not collected after school**

Parents/guardians 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/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.

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/guardians, 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 DEECD School Policy & Advisory Guide, depending on the nature and location of the school activity.