

DARTMOOR PRIMARY SCHOOL ON-SITE SUPERVISION OF STUDENTS POLICY

Definition:

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

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. 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:

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

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 alighting from and boarding the bus at the school
- the age of students alighting from or boarding 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
- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

Parents/ carers are discouraged from sending their children to school before the designated supervision time in the morning unless prior arrangements have been made with the Principal or delegate. Parents/ cares are encouraged to pick up their child/ren by the end of the designated end of day supervision period unless prior arrangements have been made with the Principal or delegate.

Parents must notify 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.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

Appendices which are connected with this policy are:

Appendix A: On-Site Supervision of Students Procedures

EVALUATION

This policy will be reviewed as necessary dependent on changes in regulations or circumstances.

Date Implemented	October 2017
Approved By	School Council
Review Date	October 2019