



OSBORNE PRIMARY SCHOOL  
2655

# ONSITE SUPERVISION & PROCEDURES POLICY

(including before and after school care)

## POLICY STATEMENT

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.

**PLEASE NOTE:** The content of the Osborne Working With Children Check Policy applies to this Policy.

This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.

## 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.

This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken. There is a zero tolerance for any form of child abuse and the Mandatory Reporting Policy must be followed.

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. This information should be clearly provided to parents/guardians on a regular basis.

Parents/carers may require their child to leave the school grounds to:

- be dismissed early from school to attend an appointment

It is important the school has a process to authorize these requests and accurate student records are maintained.

## PROGRAM

A roster system will be used to timetable staff members for yard supervision.

[DEECD Student Supervision Policy](#)

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:

- 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
- 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 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

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 boarding or alighting from 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:

- to attend an appointment during school hour

Students must be signed out of the school by an authorised adult 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.

*Appendices which are connected with this policy are:*

*Appendix A: On-Site Supervision of Students Procedures*

## **EVALUATION**

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

## **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 8.45am and 9.00am.

The school will provide staff supervision for students after school between 3.15pm and 3.30pm.

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 via the staff noticeboard.

#### **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 by an authorised adult 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, grade, the time of departure, the name of the person collecting the student and the reason the child is leaving early.

- No parents/carers are permitted to take students directly from the classroom without an "Early dismissal form".
- 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/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 3.30pm 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.

### **The Out of School Hours Child Care (OSHC)**

The Out of School Hours Child Care (from here on; referred to as OSHC) operates on a non-profit basis and was established in 2006. OSBORNE PRIMARY SCHOOL is the sponsor of the OSHC; however, the Management of OSHC lies with the OSHC Committee of Management. A Coordinator is employed for the program. The OSHC program provides the following components of care:

#### **Before School Care**

The Before School Care Program operates from 6:30am to 8:45am each school day during school terms. A healthy, varied breakfast is provided each morning.

#### **Half Morning Session**

This session operates from 8:00am to 8:45am each weekday during school terms and **does not include** breakfast.

#### **After School Care**

The After School Care Program operates from 3:15pm to 6:15pm each school day during school terms.

#### **End of Term**

If students are dismissed early due to end of term (generally 2:30pm), this session runs from dismissal to normal closing time (6:15pm).

All children attending OSHC must be signed in and/or out by the parent/guardian/authorised person every session. The following procedure will be followed in accordance with regulation 99 (4) of the Education and Care Services National Regulations. The procedure is as follows;

- For the Before School Care Program: All parents must sign the child into the Program on arrival and the staff will sign the child out of the Program.
- For the Half Morning Care Program: All parents must sign the child into the Program on arrival and the staff will sign the child out of the Program.
- For the After School Care Program: Staff are responsible for signing the child into ASC and all parents/guardians/authorised nominees must sign the child out of the Program when collecting their children. Children may not be collected by persons other than those that appear on the registration form, or by anyone under the age of 18 unless special permission is sought e.g – written permission or verbal permission in case of emergency.
- For children attending another activity within OSHC Time: Staff will ensure that children attending another activity during OSHC time e.g. sport, music, Peninsula Connections, are

signed in and out of the attendance list (only if a parent has given prior permission). The Program cannot accept responsibility for the child once he/she has left the Program.

### **Children Who Do Not Attend**

OSHC staff will endeavour to ensure that children booked into the OSHC arrive at OSHC as intended.

- Staff will complete a roll call of children as they arrive at OSHC.
- Staff will check the roll by 3:30 to determine whether there are children booked into OSHC that have not yet arrived.
- Staff will announce a message over the school P.A intercom/speaker requesting that the child/ren in question go immediately to OSHC.

If children have not arrived by 3:30 staff will attempt to contact the parent to determine whether the child/ren are supposed to be attending OSHC. If the parent cannot be contacted or the child/ren is supposed to be attending OSHC, the staff will contact the next person on the authorised to consent and collect list. If the parent or authorised nominee cannot be contacted, or the child/ren is supposed to be attending OSHC the staff will contact the Principal or Committee to determine the next course of action.

### **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.

#### **RELATED POLICIES AND FURTHER INFORMATION**

- Statement of Commitment to Child Safety,
- Child Safety Policy
- Child Safe Environment Policy
- Child Safety Reporting and Obligations Policy ( Previously Mandatory Reporting Policy)
- Volunteers Code of Conduct.
- Student Engagement and Wellbeing Policy
- Inclusion and Diversity Policy
- Bullying Prevention Policy
- External Providers Policy
- Working With Children Check Policy
- Visitors Policy

<b>Approval Authority Signature</b>	School Council President: Mrs J Denman	Date: 20 <sup>th</sup> October 2016
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