



# Carrum Primary School 3385

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## **On Site Supervision Policy**

### **Rationale:**

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

### **Aims:**

To provide adequate and appropriate supervision of students in the school yard.

### **Implementation:**

- Supervision of students is the responsibility of all staff.
- 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.
- Parents will be informed regularly via the newsletter 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 that staff members will not be rostered to undertake yard supervision after **3:45pm** each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for half of recess or half of lunchtime, or after school on specific days.
- An open and equitable process for coordinating the roster, and for negotiating specific duty times or days with individual staff members. Final approval is the Principals responsibility so as to ensure adequate supervision.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, pad and pencil, and an operable cordless phone or walkie talkie.
- Yard duty staff members will keep a record of individual student behaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal.
- 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 teacher or Principal.
- Staff are to use hats and sun block for periods of hot weather usually term 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard and contact the office to seek assistance.
- Staff members have a legal responsibility to be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.

### **Evaluation:**

This policy will be reviewed regularly as part of the school's three year review cycle.

**This policy was ratified by School Council on 16/05/2017**

**Due for review May 2020.**