



# STUDENT CARE & SUPERVISION PROCEDURES

## **Rationale**

Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise.

All staff 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. This duty extends to intervention in single sex areas if needed by a teacher of the other gender.

## **Supervision before and after school**

Epping Views Primary School will provide staff supervision for students arriving before school between 8.45am and 9.00am. Epping Views Primary School will provide staff supervision for students after school between 3.30pm and 3.45pm. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians. This information is regularly provided to parents/guardians via school newsletters.

Sufficient teachers will be allocated by the School Principal to supervise students during these periods. Should a teacher be called away to other duties, alternate staff members will be allocated to undertake supervision duties.

## **Supervision at recess and lunch times**

Students will be adequately supervised during morning recess and lunch time breaks. In order to ensure that students are adequately supervised, a “Yard Duty Timetable” will be drawn up allocating teacher to supervise students in defined areas of the school grounds during these times. All staff members will be given a copy of the “Yard Duty Timetable” as well as copies being placed in the staffroom and other strategic places around the school. Should a teacher be called away to attend other duties, alternate staff members will be allocated to undertake supervision duties.

## **Unauthorised student departure from school**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately. When a student is seen coming to school and fails to arrive, the parent/guardian will be notified.

In both situations local police and the Department’s Emergency and Security Management Branch will be notified.

### **Late arrival at school**

All students who arrive at school after 9:15am must come to the School Office and collect a Late Pass. Their name will be registered by office staff on CASES. Upon entering the classroom the student must give the Late Pass to the teacher in charge of the class. No late student is permitted to enter the classroom without a Late Pass after 9:15am.

### **Early departure of students**

Students must be signed out of the school if departing prior to the 3:30pm dismissal bell. The person collecting the student must sign a "Yellow Slip" from the office. The Yellow Slip contains the student's name, grade, date, time of departure, person collecting the student and the reason for the early departure. All early departures are entered into CASES in the school office.

No student will be handed over at the classroom. Parents/guardians are not permitted to take students directly from the classroom.

No student will be sent home on their own outside of normal dismissal times.

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

It is the responsibility of parents/guardians to collect students at 3:30pm. All students await collection in the school designated lunch eating area – the flagpole area. This area is supervised by the teacher on after school yard duty. At 3:45pm, any uncollected students are escorted by the yard duty teacher to the school office.

Attempts will be made by office staff or teachers to contact parents/guardians or emergency contact person identified by parent/guardian in the school records.

After 3:45pm (whether parent/guardian/emergency contact) has or has not been made, where possible all students left at school will be taken from the school office and placed in After School Care until an appropriate person collects them.

Students who are still at school at the closure of the After School Program will wait with the After School Care staff. Attempts again will be made to locate the parents/guardians. If all attempts fail to locate, consideration will be given to contacting the police or Department of Human Services and for them to arrange for the care and protection of the student.

### **Arrangements for student supervision on school excursions and camps.**

Epping Views Primary School will provide supervision ratios in line with the Department of Education and Training policies depending on the nature and location of the school activity.

All excursion and camp activity will be recorded on the DET Student Activity Locator website, [www.eduweb.vic.gov.au/forms/school/sal](http://www.eduweb.vic.gov.au/forms/school/sal)

### **Evaluation**

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

This policy was last ratified by School Council in....

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