

# CHALCOT LODGE PRIMARY SCHOOL

## Supervision of Students

INITIAL COPY

RATIFIED

2020

### Policy

The purpose of this policy is to ensure schools satisfy their duty of care in supervising students.

### Summary

- Principals must ensure:
  - appropriate arrangements are in place for student supervision before, during and after school hours
  - staff members are aware of their specific responsibilities relating to student supervision
  - parents/carers are regularly informed about supervision available before and after school
- Parents/carers are responsible for the care and supervision of students travelling to and from school.

### Details

Principals must:

- arrange for student supervision according to school needs
- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school

When making supervision arrangements schools must consider reasonably foreseeable risks of injury including hazards that:

- are known
- could have been foreseen and prevented

A template Yard Duty and Supervision Policy is available on the School Policy Templates Portal (login required). Schools can modify the template to suit their local circumstances.

## Supervision responsibilities during school hours

The following lists supervision requirements/considerations for specific circumstances during school hours.

### Recess and lunch times

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

- written parent/carer requests for students under 18
- short- and long-term lunch passes

### Cross age tutoring

Principals decide how much supervision to provide for formal cross-age tutoring programs based on:

- the age and maturity of students
- size of the group
- nature of the activities
- the location within the school

### Excursions

Schools must ensure appropriate levels of supervision are planned for all student excursions, including local excursions. Refer to Excursion Guidelines — Supervision.

### Swimming pools

Students must always be supervised while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council). Refer to Excursion Guidelines — Adventure activities.

### Visiting speakers/instructors

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools. This includes instructors providing religious instruction in schools. See Visitors in Schools and Special Religious Instruction for more information.

## Supervision responsibilities before and after school

Principals must ensure:

- school supervision is provided for a minimum of 10 minutes before and after school

- parents/carers are regularly informed about supervision available before and after school
- sufficient teachers are available to supervise the departure of students at the end of the school day
- teachers supervising departures are not called away for other duties without alternate supervision being arranged

More supervision may be required:

- before or after school, based on local circumstances
- for primary students, particularly prep students

## EVALUATION

This policy will be reviewed by the Principal in consultation with the Education Policy Committee, every three years, or sooner if required.