



MELBA COLLEGE ON-SITE SUPERVISION OF STUDENTS POLICY

RATIONALE:

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. 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.
- 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 will be clearly provided to parents/guardians on a regular basis.
- Parents/carers may require their child to leave the school grounds to:
 - go home for lunch
 - 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.

IMPLEMENTATION:

1. YARD DUTY SUPERVISION

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.

- Supervision before and after school
 - Melba College will provide staff supervision for students arriving before school between 8.35am and 8:45am.
 - The school will provide staff supervision for students after school between 3.05pm and 3.15pm (Tuesdays to Fridays) and 2:30pm to 2:40pm (Mondays).
 - 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.
- Supervision at recesses and lunch time
 - A 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds. Details of the roster are communicated to teachers at staff meetings and via Compass. Should a teacher be

unavailable alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

2. SUPERVISION OF STUDENTS ENTERING OR EXITING THE 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
 - locking of certain areas of the school when access is not needed
 - supervision levels that are appropriate according to our Duty of Care needs
 - 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 and age of students alighting from and boarding the bus at the school
 - 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. The principal will, when necessary, liaise with the bus companies to provide students with safe and suitable opportunities that give access to the required bus routes.

3. EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME

Students must be signed out of 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. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 18 years and over, or by a responsible person 16 years and over with appropriately notified parent permission.
- No students will be sent home on their own outside of normal dismissal time.

The school must receive notification from a parent/carer before the school will authorise a student to be dismissed to:

- go home for lunch
- to attend an appointment during school hours

Students must be signed out of 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.

4. UNORTHORISED STUDENT DEPARTURE FROM SCHOOL

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed. 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).

5. ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL

Students remaining in the school yard awaiting collection after 3.30pm should report 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 Health & Human Services and for them to arrange for the care and protection of the student.

6. ARRANGEMENTS FOR STUDENT SUPERVISION ON SCHOOL CAMPS AND EXCURSIONS

Melba College will provide supervision ratios in line with the Department's policy.

RELATED POLICIES & LINKS:

- Melba Camps and Tours Policy
- Melba Excursions Policy
- Melba Student Engagement and Wellbeing Policy
- Melba Duty of Care Policy
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Prepared By:	Submission to Council	Review Date
Melba College Council	24 May 2016	2017