



## **ONSITE SUPERVISION POLICY**

### **BLACKBURN LAKE PRIMARY SCHOOL**

Florence Street Blackburn 3130

#### **RATIONALE**

- As part of its duty of care, the school is required to adequately supervise students onsite from 8.45am until 3.45pm. Supervision outside of these times will only be provided for special events e.g. camps/excursions, for which parents/guardians will be notified. 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.

#### **AIMS**

- To protect students from known and potential hazards from 8.45am until 3.45pm.
- To provide adequate supervision at all times from 8.45am until 3.45pm.; before school, during class, recess, lunch breaks and after school.

Ensure that parents/guardians are aware that supervision is provided by the school from 8.45am until 3.45pm and that outside these times, care of students is the responsibility of parents/guardians. This information should be clearly provided to parents/guardians on a regular basis, for example in the first newsletter of each school term.

#### **IMPLEMENTATION**

- The Principal/Assistant Principal is responsible for arranging all class and non-class supervisory arrangements from 8.45am until 3.45pm.
- Staff members are responsible for carrying out their assigned supervisory duties.

#### **Non-class supervision:**

- A roster system will be used to timetable staff members for non-class onsite supervision.
- The roster will be revised as required, allocating teachers to supervise students in defined areas of the school grounds during these times.
- Details of the roster will be communicated to teachers at staff meetings, and via the staff noticeboard.
- Should a teacher be called away to other duties, or be absent, alternate supervision arrangements will be put in place as directed by the principal or their nominee.

#### **Class teaching / supervision:**

- A weekly timetable will be used to timetable staff members for class time onsite supervision.

#### **Outside of school supervision i.e. before 8:45am and after 3:45pm:**

- Before and After School Care is offered for to allow for drop off and pick up of children outside designated supervised times.
- Enrolment at Before and After School Care is the responsibility of parents/guardians.
- BLPS reserves the right to place unsupervised children in before and after school care outside of designated supervision time.

#### **Early Departures:**

- Students must be signed out of the school by a parents/guardians if departing the school 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 and the name of the person collecting the student.
- No students will be sent home on their own outside of normal dismissal time.

#### **Late Arrivals:**

- Students must be signed into school by a parents/guardians if they arrive after the 9:00am start time
- A record of late arrivals is to be kept in the Administration Office and completed for all students arriving late to school.

Details will include the student's name, grade, the time of arrival.

**Arrangements for student supervision on school camps and excursions:**

The school will provide staff: student 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.

**EVALUATION**

This policy will be reviewed within three years.

**RATIFIED BY SCHOOL COUNCIL: 15<sup>th</sup> November 2016**

**PRINCIPAL:** Loisia Steed    **SCHOOL COUNCIL PRESIDENT:** Mark Eaton