

Supervision Policy

BRUNSWICK EAST PRIMARY SCHOOL POLICY

Rationale

In addition to their professional obligations, principals, teachers and non-teaching staff have a legal duty to take reasonable steps to protect students in their charge from risks of injury or harm that are reasonably foreseeable.

Objectives

To ensure the safety and wellbeing of students.

Implementation

Principals must:

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

Note: School authorities in breach of their duty of care may be liable for injuries to students.

In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazards that:

- are known
- could have been foreseen and prevented.

Note: This duty extends to intervention in single sex areas by a teacher of the other gender, if required.

Supervision responsibilities before and after school

Parents / guardians are responsible for

- the care and supervision of students: travelling to and from school outside the times of school supervision before and after school (8.45 – 3.45).

The Principal is responsible for

- ensuring school supervision is provided for a minimum of 10 minutes before and after school
- regularly informing parents/guardians about supervision available before and after school
- ensuring 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.

Supervision in specific circumstances

Recess and Lunchtime

Supervision requirements specific to recess and lunchtime include

- Students must be supervised during recess and lunch
- Students must not leave the are part of an excursion.

Cross-age Tutoring Program

Supervision requirements specific to cross-age tutoring include the principal must decide on 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.

Outside School Grounds

Supervision requirements specific to outside school grounds include students must be supervised at all times. Deciding on the level of supervision needs to balance safety with school programs where students are encouraged to undertake activities outside the school either individually or in small groups.

Swimming Pools

Students must be supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).

Visiting Speakers/Instructors

Visiting speakers do not have the authority to supervise students in schools. Teachers must supervise their students during a presentation from a guest speaker.

Note: This includes instructors providing religious instruction in schools.

Supervision Before and After School

To deal with school entry and exit points principals may organize supervisions of entry and exit points that considers

- the entry or exit points that are, or should be, used
- road traffic conditions
- designated pick up and drop off areas
- whether any entry or exit points should be: - locked - designated as out of bounds - supervised.

To deal with public transport principals are

- not obliged to supervise students using public transport, but may decide to provide supervision based on:- the proximity of the school to the public transport stop- known risks to students using that transport - unruly or antisocial student behavior
- authorised to suspend or expel students whose misbehaviour between home and school reflects discredit on the school while travelling to and from school.

To deal with prep students using public transport principals should consider

- additional supervision
- maintaining a roll of prep students who use public transport
- establishing a 'marshalling point' for prep students from which they can be guided to buses
guiding prep students to buses which stop at the school at the end of the day.

Parent/guardian support

To assist schools ensure student safely when travelling to and from school parents/guardians must

- consider whether their child is old and experienced enough to use public transport
- consider how they can help educate their child in traffic safety
- consider whether their child will need to cross busy roads to walk or catch transport.
- always let the school know when students' usual travel arrangements are to change, even temporarily.

To assist schools to maintain preferred or mandatory points of exit for students at the end of the day parents/guardians must

- use these exits
- make sure that students are familiar with these exits and use them.

To assist schools to apply traffic controls at the beginning and end of the school day parents/guardians must

- obey parking regulations, speed limits and other traffic controls to:
- help to create a safe environment at exits to schools
- show respect to neighbours who live close to the school.

To assist schools to provide adequate supervision for students entering or exiting the school at the beginning and end of the school day parents/guardians must avoid talking to teachers who are supervising entry or exits or school buses about their child's progress and should arrange another time for this discussion.

References and Resources

Brunswick East Primary School Duty of Care Policy

Brunswick East Primary School Camp Policy

Brunswick East Primary School Incursion Policy

Brunswick East Primary School Excursion Policy

Brunswick East Primary Yard Supervision Policy

[DEECD – Duty of Care](#)

[DEECD – Supervision](#)

Evaluation

This policy will be reviewed with student input as part of the school's review cycle.

This policy was ratified by School Council on the 25th of November 2014