



Supervision of Students Policy

Guidelines

As part of its duty of care JSS staff are required to perform 15 minutes supervision during bus pick-up and drop-off prior and post the designated school commencement and conclusion times. This involves supervision of students within the classroom and support with transition to and from buses. In accordance with the JSS yard duty roster, Staff may be required to perform up to a maximum of 15 minutes yard duty at recess time and 30 minutes at lunch time. At JSS 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.

The JSS Principal will inform parents/carers of the student supervision policy and the times that supervision of students is available before and after school. The JSS school principal will communicate to parents that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This policy will be provided on the school website and the information will be clearly communicated to parents/guardians on a regular basis.

Parents/carers may require their child to leave the school grounds in order to:

- attend an appointment
- be dismissed early for personal reasons

JSS administrative management documentation will ensure written permission from a parent/carer is provided before the school will authorize a student to be dismissed and implement processes to ensure that accurate student attendance records are maintained. Students must be signed out of the school if departing prior to dismissal time. A record of late arrivals and early departures is to be kept in the Administration Office and completed for all students departing the school early.

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

Program

At JSS a roster system will be used to timetable staff members for yard supervision.

Yard supervision will include, recess and lunch breaks.

The coordination and supervision of the arrival and departure of school contract buses will be managed by the JSS principal and documented within the JSS transport policy with the following considerations taken into account:

- the number of students departing from and boarding the bus at the school
- the age of students departing from or boarding the bus
- 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 departing from the bus

Independent transport of any student on public transport and subsequent supervision upon arrival and departure will be documented adequately and coordinated directly with the JSS principal in consultation with team leaders and parents/carers.

Parents/carers transporting their child to and from school will be required to handover the supervision responsibility to school staff located at the drop off point at the entrance to the school. This must take place within the designated 15 minute timeframe before school with the procedure reversed at the conclusion of the school day. Parents will be informed of the importance of timely student attendance and the subsequent impact of late arrival on learning. Students arriving 15 minutes after the school commencement time will be considered late and signed in at admin on arrival. Repeated lateness will be addressed with parents. Teachers or teacher assistants can be authorized to leave the learning and teaching space in order to pick up students if it is deemed necessary. Alternatively students arriving late will taken to their class by a member of the admin team.

LINKS AND APPENDICES (including processes related to this policy)

Links which are connected with this policy are:

[DET Student Supervision Policy](#)

Appendices which are connected with this policy are:

Appendix A: On-Site Supervision of Students Procedures

EVALUATION

This policy will be every three years annually or more often if necessary due to changes in regulations or circumstances.

Date Implemented	June 17 th 2016
Author	Rosemary Hayes
Approved By	Jennings Street School Council
Approval Authority (Signature & Date)	
Date Reviewed	15.05.2019
Responsible for Review	Policy Subcommittee of School Council
Review Date	May 2022
References	

2018.03 – V1

2019.05 – V2 – edits within the appendix



Appendix A

On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in the school yard so the school fulfils its duty care to its students in terms of on-site supervision.

Supervision before and after school

For extenuating circumstances the school will provide staff supervision for students arriving before school between 8.40am and 8.55am.

For extenuating circumstances the school will provide staff supervision for students after school between 2:40pm and 3.00pm.

This information is provided to parents/guardians on a needs basis -. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Supervision at recesses and lunch time

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at the beginning of the year and termly thereafter if changes have been made.

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

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

Unauthorised student departure from school

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

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).

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, grade, 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 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.



Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students that remain awaiting collection after 3.00pm will be directed to a suitable waiting area that meets their needs.

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 Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Arrangements for student supervision on school camps and excursions

The school will provide 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.

Jennings Street School

