



No. 5218

## Sunbury & Macedon Ranges Specialist School

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### ON-SITE SUPERVISION POLICY

#### STATEMENT

Adequate supervision of students in the schoolyard is a requirement of the school's duty of care.

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.

#### RATIONALE

As part of its duty of care, the school is required to adequately supervise students for a defined period before school; at break times; 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 staff should reasonably have foreseen) and against which preventive measures could be taken.

It is essential that parents/carers are kept informed as to when supervision of students is available before and after school and that outside of these times supervision and/or the collection of students is the responsibility of parents/carers.

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

- be dismissed early from school to attend an appointment

The school has a process to authorise these requests and ensure accurate student records are maintained.

#### IMPLEMENTATION

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include First and Second breaks.

A roster system for the supervision of the arrival and departure of school buses will be provided to staff. Rostered staff will remain on duty at morning drop off until all buses have arrived and students have transitioned to their classrooms. All staff will remain on duty at the bus pick-up area at the finish of school until all buses have left.

Staff will be rostered to supervise the parent drop off and pick-up areas before and after school. Staff will commence duty at 8.50 in the morning and 2.57 in the afternoon. Staff will remain on duty at the pick-up and drop off points until 9.10 in the morning and until 3.10 in the afternoon. Any students still remaining at 3.10 will be taken to the office for supervision and parents/carers contacted.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period.

The school must receive written or verbal permission from a parent/carer before the school will authorise a student to be dismissed to:

- attend an appointment during school hours

### **Supervision at break times**

Students are required to be adequately supervised during break times. To ensure that students are adequately supervised, a 'Yard Duty Roster' will be created, allocating teachers to supervise students in defined areas of the school grounds during these times.

Details of the roster are communicated to teachers at staff meetings, weekly briefing and via the staff noticeboard. Staff members need to check for any daily duty changes that may arise.

### **Unauthorised 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).

### **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, the time of departure and the name of the person collecting the student.

- 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 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.

### **REFERENCES**

Links which are connected with this policy are:

- DET Student Supervision Policy

### **EVALUATION**

- This policy will be reviewed annually.

**THIS POLICY HAS BEEN RATIFIED BY SCHOOL COUNCIL**

...Joanne Nolan .....  
Principal

Amanda Solarino... .....  
President of School Council

Date: 28<sup>th</sup> February 2018.....

Review due: ...2019.....