Rationale:
Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from potential hazards that could arise.

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 needed by a teacher of the other gender.

Child safe standard:
Victorian Government Schools are child safe environments. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with the legal obligations including child safety standards. Refer to our Child Safety and Code of Conduct Policies.

Guidelines:

Supervision before and after school
Craigieburn Primary School will provide staff supervision for students arriving before school between 8.45am and 9.00am. Craigieburn Primary School will provide staff supervision for students after school between 3.15pm and 3.30pm. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians. This information is regularly provided to parents/guardians via school newsletters. Sufficient teachers will be allocated by the School Principal to supervise students during these periods. Should a teacher be called away to other duties, alternate staff members will be allocated to undertake supervision duties.

Arrangement for students not collected after school
It is the responsibility of parents/guardians to collect students at 3:15pm. All students await collection at the front gate. This area is supervised by the teacher on after school yard duty. At 3:30pm, any uncollected students are escorted by the yard duty teacher to the school office. Attempts will be made by office staff or teachers to contact parents/guardians or emergency contact person identified by parent/guardian in the school records. If all attempts fail to locate parents/guardians, consideration will be given to contacting the police or Department of Health and Human Services and for them to arrange for the care and protection of the student.
Supervision at recess and lunch times
Students will be adequately supervised during morning recess and lunch time breaks. In order to ensure that students are adequately supervised, a “Yard Duty Timetable” will be drawn up allocating teacher to supervise students in defined areas of the school grounds during these times. All staff members will be given a copy of the “Yard Duty Timetable” as well as copies being placed in the staffroom and other strategic places around the school. Should a teacher be called away to attend other duties, alternate staff members will be allocated to undertake supervision duties.

Unauthorised student departure from school
When a student departs from the school (following initial attendance) without authorisation or was seen coming to school and fails to arrive, the parent/guardian will be notified. After notifying the parents/guardian the Principal may contact the local police, Department of Health and Human Services and the Emergency and Security Management Branch.

Late arrival at school
All students who arrive at school after 9:15am and accompanied by an adult must go to the School Office and collect a Late Pass. Their name will be registered by office staff. Upon entering the classroom the student must give the Late Pass to the teacher in charge of the class.

Early departure of students
Students must be signed out of the school if departing prior to the 3:15pm dismissal bell. The person collecting the student must sign an “Early Leave Pass”. The Early Leave Pass contains the student’s name, grade, date, time of departure, person collecting the student and the reason for the early departure. A copy of all early departures will be kept in the school office. A student will not be handed over at the classroom to a parent/guardian without the Early Leave Pass. Parents/guardians are not permitted to take students directly from the classroom. Students will not be sent home on their own outside of normal dismissal times unless approval has been given by the Principal after contact from the parents/guardians.

Arrangements for student supervision on school excursions and camps.
Craigieburn Primary School will provide supervision ratios in line with the Department of Education and Training policies depending on the nature and location of the school activity. All excursions and camp activities will be recorded on the DET Student Activity Locator website, https://edugate.eduweb.vic.gov.au/sites/emergencymanagement/DEECDSAL/default.aspx

References and links (including processes related to this policy)
Links which are connected with this policy are:
DET Student Supervision Policy

Evaluation:
This policy will be reviewed as part of the school’s cyclic process or more often if necessary due to changes in legislation or regulations.

This policy was last ratified by School Council in Sept 2016 and will be reviewed annually.