



# THE LAKES SOUTH MORANG P-9 SCHOOL

## On Site Supervision Policy

### Rationale

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

### Aim:

To provide adequate and appropriate supervision of students in the school yard.

### Implementation:

- Supervision of students is the responsibility of all staff.
- A roster system will be used to time-table staff members for on site supervision.
- On site / yard supervision will include before school, recess and lunch breaks, and after school.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time unless access to Out Of Hours Care is arranged.
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3.30 pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for half of recess on the Early Years Campus, or the full recess on the Middle Years Campus for half of lunch-time, or before or after school on specific days.
- The Daily Organiser will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The roster will require a minimum of two staff members on duty at any one time, each responsible for supervising a designated area of the school.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies, and a fluorescent vest to aid visibility.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Yard duty staff members are required to keep a record of individual student behaviour should it require any follow up procedure.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required contact the Daily Organiser to either make a swap with another staff member, or discuss the matter.
- Staff will be required to wear hats during Term 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard to ensure they have a visitor pass

### Evaluation:

This policy was ratified at School Council 17<sup>th</sup> March 2009

This policy will be reviewed as part of the school's three year review process.