



### **Purpose:**

To ensure that all staff at Killara Primary school is aware and satisfies their duty of care in supervising students

### **Guidelines:**

- 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 for 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 or could have reasonably been foreseen and prevented
- The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.
- This policy applies to all teaching and non-teaching staff at Killara Primary School, including education support staff, casual relief teachers and visiting teachers.
- School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

### **Implementation:**

#### **Before and after school**

- Killara Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students.
- Before and after school, school staff will be available to supervise the Prep Playground Area and the entrance to the school from Phillip Drive.
- Parents and carers should not allow their children to attend Killara Primary School outside of these hours. Families are encouraged to contact Complete Kids on 9740 2111 for more information about the before and after school care facilities available to our school community.
- If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:
  - advise of the supervision arrangements before school
  - request that the parent/ carer make alternate arrangements.
- If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:
  - attempt to contact the parents/carers
  - attempt to contact the emergency contacts
  - place the student in an out of school hours care program (if available)
  - contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.
- Parents/guardians will be regularly informed about supervision available before and after school

#### **Yard duty**

- All staff at Killara Primary School are expected to assist with yard duty supervision and will be included in the weekly roster.
- All staff will adhere to the yard duty timetable established at the beginning of the year which outlines the times and areas to be supervised



- A member of the Principal Class Team is responsible for preparing and communicating the yard duty roster on a regular basis. At Killara Primary School, school staff will be designated a specific yard duty area to supervise.
- The Principal will ensure that sufficient teachers are available to supervise the departure of students at the end of the school day
- Students will be supervised during recess and lunch. The designated yard duty areas for our school are:
  - Front
  - Prep Playground
  - Basketball
  - Oval
  - Spider
- School staff must wear a provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the yard duty bag for each area.
- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.
- During yard duty, supervising staff must:
  - methodically move around the designated zone
  - be alert and vigilant
  - intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
  - enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in Killara Primary School's *Student Engagement and Wellbeing* policy and School Wide Positive Behaviour Support Program documentation
  - ensure that students who require first aid assistance receive it as soon as practicable
  - log any incidents or near misses as appropriate [i.e. on Yard Duty Incident Sheets located in the yard duty area bag or on Compass
  - if being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.
- If the supervising staff member is unable to conduct yard duty at the designated time, they should contact a member of the Principal Class with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.
- If the supervising staff member needs to leave yard duty during the allocated time, they should contact a member of the leadership team but should not leave the designated area until the relieving staff member has arrived in the designated area.
- If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office/staffroom and not leave the designated area until a replacement staff member has arrived.
- Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty staff member or come into the office of a Principal Class member
- Students will not be permitted to leave the school grounds during recess or lunch

### **Classroom**

- Teachers will ensure that at no time are students left unsupervised in the classroom
- Parents will be encouraged to avoid talking to teachers about their child's progress while a teacher is in direct supervision of students and will be encouraged to arrange another time for discussion
- Teachers will not be called away from supervising students for other duties without alternate supervision being arranged



- If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office or a member of the school leadership team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.
- The Principal will arrange for student supervision according to school needs and ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school

### **School activities, camps and excursions**

- Students will be supervised at all times when outside the school grounds e.g. excursions, sport
- The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### **Evaluation:**

This policy will be reviewed with staff, student, parent and community input as part of the school's three year review cycle.