

## Onsite Supervision

### PHILOSOPHY

Mount Waverley North Primary School has a Duty of Care towards all students.

### PURPOSE

- To ensure that all staff are aware of their responsibilities in relation to supervision of students during school hours.
- To ensure that supervision requirements are met through appropriate timetabling, distribution of responsibility and allocation of human resources.
- To protect students from foreseeable risks of injury including hazards that are known and hazards that could have been foreseen or prevented.

### IMPLEMENTATION

#### Supervision before and after school

- School Supervision is provided by classroom teachers for a minimum of 10 minutes before and after school, and Yard Duty timetabling outlines specific staff supervision of outdoor areas between 8:45am-9:00am and 3:30pm-3:45pm. These expectations are outlined clearly in whole-school timetabling and the MWNPS staff handbook.
- Additional supervision will be provided before or after school for school run extra-curricular activities.
- Information about supervision available before and after school is communicated to parents/guardians via the school website, newsletters and Tiqbiz.
- Students who have not been picked-up by 3:45 will be brought to the school office and parents will be contacted. Supervision of these students will be provide until they are picked up by a parent or guardian.
- Camp Australia provides Out of Hour School Care (OHSC) onsite. Before school care runs from 7.00am – 8.45am, and after school care runs from: 3.30pm – 6.30pm.
- Council run School Crossings are located on Josephine Avenue and Lawrence Road. Students, parents and guardians must use these crossing points.
- Students, parents, guardians and guests are to enter the school using the pedestrian gates only. The parking areas are not to be used as pedestrian access points.

#### Supervision during recess and lunchtime play

- Supervision is provided by two designated Yard Duty staff during recess and lunch times. These staff members must be teaching class or Principal class and are identified by yellow vests.
- Yard Duty teachers carry a 'yard duty bag'. The bag contains picture cards for students with known health risks including anaphylaxis and red 'alert' cards, both used to alert office staff to emergency situations that require assistance.
- The Yard Duty roster identifies staff on duty and the school ground areas and responsibilities each staff member is responsible for supervision of.
- Staff are encouraged to carry a mobile phone in order to communicate with the office or emergency services in an emergency.

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<b>Review by Date:</b>	August 2019

### **Supervision during class time**

- Students must be supervised by a teaching staff member at all times. Our flexible learning spaces allow for one teacher to supervise more than one grade, if required. Teachers must clearly communicate any handover of supervision.
- Students are to remain within the supervision of the school ground at all times unless they have been signed out at the school office by a parent or guardian.
- In the case of unauthorised departure of a student, teachers are to ensure that the student remains within their line of sight and direct them back onto the school grounds.
- If a teacher believes they may be unable to direct the student back onto the school grounds they must notify the Principal and/or Assistant Principal as soon as possible. The Victorian Police and parents/guardians will be notified at the Principal's discretion.

### **Supervision in the presence of adults other than school staff**

- ES staff, visitors and volunteers do not have the same Duty of Care as teaching staff and Principal class, thus teacher supervision must be provided for students working with ES staff, visitors or volunteers.
- All school visitors are required to sign in and out at the school office and notify the office of the location within the school they are visiting. A visitors badge displaying their name must be worn while within the school grounds. This includes trades and service people.
- Interactions between students and other adults must take place in spaces where visibility and supervision is not compromised.
- All adults working and volunteering with students must have a current Working with Children Check and have signed the Child Safety Code of Conduct; stored on file with the school.

### **RELATED**

- Child Safe Code of Conduct
- Child Safety Policy

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