



Kincumber Public School Policy

Care and Supervision of Students

Key Accountability: Student Welfare

Departmental Policy References: Duty of Care and Behaviour Management.

- Memorandum 97/165 - Care and supervision of students
- Memorandum 98/139 - Settlement of dispute on care and supervision of students

Next Review Date: Term 4 2024

Purpose

The aim of this document is to communicate to the school community how the school manages the *protection, welfare and safety of students in school grounds when the school is open between 8:20am and 2:40pm.*

Rationale

Schools have a duty to take reasonable care for the safety and welfare of the school students in their charge. That duty is to take all reasonable action to protect students from risks of harm that can be reasonably predicted against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.

The principles of this policy include that:

The school must take reasonable care to prevent students from injuring themselves, injuring others or damaging property. While the duty is not to provide an absolute guarantee of safety, it does require that reasonable steps be taken to protect students. The duty encompasses a wide range of matters, including (but not limited to) -

- the provision of adequate student supervision
- ensuring grounds, premises and equipment are safe for students use

Implementation

At Kincumber Public School you can expect we will:

1. have a student supervision plan that considers factors relevant to the school
2. take reasonable measures to protect students against risks of injury which reasonably could have been foreseen

The **school** is expected to:

- Develop rosters to allocate staff for supervision that consider the age, number and nature of students; the starting and finishing time of classes; the layout and terrain of the school grounds; proximity of play areas to busy roads; fixed playground equipment; climatic conditions; the activity being



undertaken; emergency situations; potential hazards; transport arrangements; as well as the duties and workload of individual teachers.

- Provide active supervision when the school is open between 8:20am and 2:40pm

The **principal** is expected to:

- Have systems in place to identify risks and that once identified, precautions are taken to avoid or minimise those risks.
- Have rosters in place to provide adequate student supervision and communicate these to families including for major school events eg excursions and sports carnivals etc.
- Ensure that rostered staff have current emergency care training.

Teachers are expected to:

- Carry out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from harm. This duty of care arises whenever there is a teacher/student relationship and not just when the teacher is assigned supervision duties.
- Be aware of and implement school systems. This means that staff cannot ignore potential hazards and are required to take firm, positive action to safeguard students from those hazards.
- Refer to other school policies or procedures that relate to supervision where relevant.

Parents are expected to:

- Ensure that students do not arrive at school before supervision commences at 8:20am and have arrangements in place to ensure that children safely depart the school at 2:40pm when normal classes finish for the afternoon.
- Ensure their children know their “beginning” and “end of day” arrangements e.g. who is picking them up, mode of travel home or BASC arrangements or any variations which should be communicated to the school office by **phone by 1:30pm that day**.
- Promote appropriate behaviour and safety of students in travelling to and from school and while at school.
- Co-operate with any necessary changes due to exceptional circumstances e.g. hazardous weather or other danger.

Students are expected to:

- Act in appropriate ways and to ensure both their own safety and that of other students.
- Follow directions of teaching and non-teaching staff and observe school rules
- *Be in the right place at the right time* - be in bounds during class time and break time. This will usually mean that students have direct line of sight to a teacher in the area designated at the appropriate time of day.
- Seek help from teachers on duty where necessary.



The School Student Supervision Plan

1. School Hours

- The school formally accepts the presence of students at 8.20am and until they safely depart the school after normal classes finish at 2.40pm.

2. Assigned Playground Duties and Times

Morning Duty:

8.20am – 8.50am: Three teachers across COLA/bottom asphalt area, toilets/out-of-bounds and main gate area.

Lunch Duty:

11.00am – 11.30am: Five teachers across COLA, ovals, library and equipment.

Recess Duty:

1.00pm – 1.25pm: Four teachers across COLA, ovals and equipment

Afternoon Dismissal: 2.40pm: Four teachers on school bus lines and main gate

Six school learning support officers (SLSOs) are allocated to playground areas, toilets and first aid to support teaching staff and students but do not have the same duty of care as teachers.

3. Morning Arrival Procedures

- a. Students must not arrive before 8.20am. Entry is via the Kimbarra Close gate. Students proceed directly to the COLA.
- b. Students with bikes first proceed to the bike racks located behind the admin building before going to the COLA area.
- c. Students arriving after 8:50am are considered late and must proceed to the office to get a late note before proceeding directly to class.

4. Afternoon Dismissal Procedures

- a. Students are not dismissed before 2.40pm. They then proceed to bus lines or exit points.
- b. Students with bikes are dismissed from the Kimbarra Close gate five minutes after the bell to avoid pedestrian and vehicle collision. Bikes are walked to perimeter of school grounds
- c. Any children who remain after the bell or miss the bus report to the office.
- d. In the first week of Term 1, kindergarten children are collected at the Kimbarra Close gate at 2.30pm by parents – thereafter at 2.40pm.



- e. Kindergarten children are accompanied by the teacher to the gate – the teacher waits with the children until they are all collected by parents, carers, older siblings and after school care staff in Term 1.
- f. Kindergarten bus students are collected by older siblings or buddies and accompanied to bus lines then onto bus.
- g. If parents are late arriving, children are accompanied or sent to the office, contact with parent or carer is made and office staff, executive or class teacher supervise child until parent arrives. Repeated late pick ups are monitored and reported by staff to the principal as student wellbeing concerns.

Out of Bounds Areas – during break times at lunch and recess, the general rule is “if you can’t see a teacher in a fluoro vest, then you are out of bounds”, with the exception of the student toilets near the breezeway and staffroom where an SLSO is rostered.

Morning, Lunch and Recess Assembly Routines

- Classes line up in designated area at 8.50am bell.
- Classes line up in designated area at the conclusion of recess and lunch breaks.

Duty Procedures

- Teachers on duty wear a fluoro safety vest to identify themselves as the duty teacher. These are kept in playground bags in rooms.
- Teachers should take their playground bag with them to duty.
- School learning support officers (SLSOs) are allocated for fixed playground equipment areas as part of their supervision while teachers remain mobile in designated area.
- Teachers and SLSOs must be punctual to assigned duties and be mobile at all times.
- Teachers must attend to student concerns and follow them up appropriately and within a reasonable time frame.
- In the absence of any rule or policy, known or otherwise, teachers must take reasonable steps to reduce risks to the safety and welfare of students.

Wet Weather Supervision Procedures

- The outdoor playground roster is collapsed when more than light rain occurs during the morning supervision period (8.20am – 8.50am). Wet weather procedures are declared. On arrival at school, students proceed directly to their classrooms and will be supervised by their class teachers in classrooms.
- The outdoor playground roster is collapsed when more than light rain occurs during lunch and recess breaks. Wet weather procedures are declared. Students remain in classrooms and are supervised by rostered teachers in classrooms.



- Students arriving or departing school during wet weather are advised to wear suitable rain gear such as an umbrella or raincoat.

Visitor Management

- During the hours that the school is open, planned and unplanned visitors must first report to the office to sign in and have access authorised to manage our responsibilities including child protection and emergency management obligations. All visitors must follow the directions of school staff while on site.
- During the morning supervision period from 8.20am – 8.50am only planned visitors have authorised access beyond the school office. School staff will challenge any person not wearing the **official school visitor badge**.
- During the period from 2.30pm – 2.40pm when school staff are supervising the departure of support class students, parents and carers may wait for students inside the school gate in the grassed area and sandstone seating adjacent to the admin building without signing in at the office.
- Separate procedures may exist for larger school events.

Complaints Procedures

Parents with complaints regarding implementation of the procedures set down in this document should raise their concerns with the class teacher in the first instance.