



ON-SITE SUPERVISION POLICY

RATIONALE

Adequate supervision of students in the school yard is a requirement of the Yarra Hill Secondary College's duty of care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. 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 need be by a teacher of the other gender.

GUIDELINES

A roster system will be used to timetable staff members for yard supervision. Yard supervision will include before school, recess and lunch breaks, and after school.

Staff will adequately supervise students for a defined period before school; at recess time and lunch time; and after school. Staff are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, safe from harm and protected from potential hazards.

Morning duty: 8:30 – 9:00

Recess duty: 11:30 – 11:53

Lunch duty: 1:08 – 1:30 / 1:30 – 1:53

After school Bus duty: 3:15 – 3:40 (or when the last bus leaves)

Library Hours: 8:30 – 4:30

Outside these times supervision and/or the collection of students is the responsibility of parents/carers.

Students are expected to be within the boundaries of the school grounds from the time they arrive at school until they leave at the conclusion of the school day. No student is permitted to leave the school grounds without written or verbal notification from parents during the school day. This includes recess and lunchtime. The school must receive written or verbal permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours. Students must be signed out of the school if departing prior to dismissal time through the General Office. Students are not permitted to leave the school early with anyone other than parents, family members (over 18) or persons listed as emergency contacts or persons verbally approved of by a parent. No parents/carers are permitted to take students directly from the classroom. A record of early departures is to be kept in the General Office and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Staff involved in lunchtime activities will provide the necessary supervision for students who attend and will ensure there is a duty of care in relation to the activities provided. Staff will ensure all reasonable measures have been taken for the safety of all students.

PROGRAM

Students may enter the buildings when they arrive at school but may not enter classrooms without staff supervision. Each campus has clear boundaries where students are expected to remain within at all times. (Refer to *Ready to Learn* booklet). Parent pick-up points for students include the car park areas of each campus.

The supervision of the arrival and departure of any school contract buses will occur:

- Mooroolbark Campus – front of the school at the designated bus stop
- Mt Evelyn Campus – at the designated bus shelter

It is expected all Yarra Hills students will behave according to the *Code of Conduct Policy* when traveling to and from school whether it is via bus, walking, riding etc. Inappropriate behaviour will be dealt with by the relevant Coordinator.

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child at the end of the day supervision period.

Links which are connected with this policy are:

[DEECD Student Supervision Policy](#)

Appendices which are connected with this policy are:

- *Code of Conduct Policy*
- *Duty of Care Policy*