Supervision of Students
Policy
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**Duty of Care**

The duty of care to students owed by staff at Windsor Park Public School arises directly from the special relationship between school staff and students. This duty of care is to be exercised by teachers during school hours, and before and after school hours when students are in the school’s care and the school has assumed responsibility for the supervision of students. Duty of care to students also applies during all activities and functions that have been arranged by the school where students are in the care of the school and teachers. The duty of care is the duty to take reasonable care to protect students against risks of injury, which reasonably should have been foreseen. The duty of care also includes the prevention of a student injuring other students or members of the staff or public and protecting students in their care from sexual, physical and emotional abuse and neglect and from improper conduct of a sexual nature by staff.

**Responsibilities of Teachers:**

Teachers must provide effective supervision of students:

- during the teaching and learning process
- during activities within the school grounds and buildings
- when students are participating in school excursions, sporting activities and other activities organised by the school

Teachers may be required by the principal to provide effective supervision before or after school, and in particular:

- when students are departing by bus.

**Supervision before School:**

Supervision is provided for half an hour prior to the commencement of classes i.e. from 8:30a.m - 9a.m. During this time all students are supervised under the COLA. Children arriving at school before 8:30a.m are required to sit quietly in the COLA area until they are dismissed by the teacher on morning supervision at 8:45a.m. The students are then permitted to play on the concrete area or sit under the COLA. These areas are designated as passive play areas. Handball may be played and students are expected not to run in these areas and to move about safely. Students are not permitted to play with large balls in this time and are not permitted in other areas prior to classes commencing.

Administration Staff are not allowed to supervise students

Parents and caregivers are informed of these arrangements.
Supervision during Teaching and Learning Time:

Students are to be appropriately supervised during all teaching and learning activities that occur within classrooms, within the school grounds, at sporting venues and other locations of teaching and learning activities such as excursions. Supervision during teaching and learning activities, wherever they occur, is especially important for young children and for those who are known to require supervision.

At no time are students to be left unsupervised in a classroom or any other teaching space. For their own safety, and to minimise disruption to other classes, students are expected to move around the school in an orderly and quiet manner. Students given permission to leave class are expected to move to and return from their destinations promptly. If a student does not present in a teaching space as expected the teacher will inform a member of the executive immediately.

School Learning Support officers are not to supervise students unless a teacher is within talking distance.


Staff planning activities that are variations to school routine must specify the arrangements for effective supervision of students. Such activities will only take place at the discretion of the principal who will ensure as far as possible the safety and welfare of students and be satisfied as to the value of the activity as an integral part of the school curriculum.

Where the variation of routine involves travel out of the school grounds appropriate supervision must be provided. It is generally accepted that a ratio of approximately one adult to twenty children is the required supervision on excursions. Where travel by bus is involved there should not be more than two students per seat and where possible the bus will be fitted with seat belts, particularly on longer journeys.

Teachers retain the ultimate responsibility for supervision while on excursions and cannot transfer that responsibility to parents, other volunteers or employees of external organisations, such as hotel staff.

The principal must be assured of the bona fide of adults who are accompanying excursions to assist with supervision.

Supervision during Recess and Lunch:

Direct supervision of students by teachers is provided throughout recess and lunch in all play areas.

Supervision is provided for all students in the COLA /concrete area and on the field.

Teachers must not leave their allocated playground supervision area until relieved or until children have left the area to assemble for return to class.

School Learning Support Officers on duty for a particular student at recess or lunch must remain within calling distance of the teacher on playground duty.
Supervision during Inclement Weather:
The Executive Teacher responsible for organising playground supervision is responsible for determining when the weather conditions are such that normal playground use and therefore supervision is not possible.

In such cases the school bell will be sounded twice

8:30a.m - 9a.m All students will move to the classrooms where their class teacher will supervise them.

11a.m – 11:30a.m Teachers will share the supervision in classrooms where there is a dividing door.

1:15p.m – 1:25p.m All students will eat their lunch in their classrooms.

1:25p.m – 2:p.m Teachers will share the supervision in classrooms where there is a dividing door.

Supervision after School:
Students must not be allowed to leave classrooms, the school grounds or sporting venues before the normal school finishing time unless prior permission has been obtained from parents or caregivers. Students are to be collected by their parents or caregivers.

All parents collecting their children are encouraged to meet their children under the COLA and not to wait outside the classrooms. All other students are to be encouraged to leave for home promptly by the most appropriate school exit.

The designated crossing is to be used. Students riding bikes will walk their bikes within the school grounds and exit via the pedestrian exits. Students travelling by bus will be supervised by rostered teachers.

Students waiting to be picked up after the 3pm bell are to wait with the teacher on bus duty. They will remain in their supervision until pick up or until 3:30pm at which point an Executive teacher will take over supervision.

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<th>Activities</th>
<th>Supervision</th>
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<td>Concrete</td>
<td>Passive activities, skipping and handball</td>
<td>Before School, Recess and Lunch</td>
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<td>Field</td>
<td>Ball games and other active games e.g. soccer</td>
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Bus Travel:
Students travelling by bus to and from school must comply with the code of behaviour set down by the Department of Transport. Students who do not comply with these requirements may have their bus pass suspended for a period of time or permanently depending on the circumstances.

When alighting from the school bus in the morning children are to proceed directly into the school grounds.

At the end of the school day children travelling by bus will assemble in the designated area near the School Office under the supervision of the rostered teacher. Children will not leave the school grounds until the bus is stationary and the supervising teacher directs them to board.

Bicycle Safety:
It is strongly recommended to parents that infants’ students do not ride bikes to school. It is accepted that children under the age of 10 years have not developed the necessary peripheral vision to enable them to ride safely on roads to and from school however, if they do ride they are to be accompanied by an adult.

Children riding bikes to school are expected to dismount and use the supervised crossings when arriving at or departing from school.

Children riding bikes must enter and depart by the pedestrian accesses. No student is to use the vehicles access points. Bikes are not to be ridden in the school grounds and must be placed in the bike racks.

Students leaving school during school hours:
Students will not be permitted to leave the school grounds without written authority from their parent or caregiver and approval by the principal.

Parents and caregivers must report to the school office prior to collecting their children from the classroom so an Early Departure Docket can be printed to give to the teacher.

Other School Policies Relating To Supervision of Students:
Variations of Routines – Performances, Sporting Activities, Excursions & Camps
Evacuation Procedures
Road Safety
Critical Incidents
Discipline