**WERRINGTON COUNTY**

**PUBLIC SCHOOL**



# SUPERVISION OF STUDENTS

POLICY

2012

# Supervision of Students Policy

Supervision is intended to safeguard the welfare of all students through the promotion of an ordered and caring environment.The supervision plan for this school ensures, as far as possible, the safety and discipline of students. This plan includes supervision procedures for:

1. Lunchtime, recess and wet weather;
2. Before and after school;
3. Sport, excursions, scripture and other scheduled breaks from classroom routine;
4. Kindergarten early finishing times during Term 1;
5. Accidents and emergency situations.

**Duty of Care**

The duty of care to students owed by the DEC and its teachers arises directly from the special relationship between teachers 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 and supervision of students. Duty of care for students 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 should have been foreseen. It also includes the prevention of a student injuring other students or members of the 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.

The period of time during which duty of care is exercised by the school and teachers is half an hour before school begins in the morning and if considered necessary by the Principal, for half an hour after the dismissal of the school in the afternoon.

**Supervision Plan**

Parents shall be informed in writing of the school’s starting and finishing times and of the nature and period of supervision provided. This will be communicated via the school newsletter each year.

When students are allowed to leave before the school closing time the principal will ensure that those students remaining are directly supervised by a teacher/s. Parents will be advised, well in advance, of any variation of these times and arrangements.

Supervision of students will commence half an hour before normal school work begins. Unless activities organised by the school require the later attendance of students, their departure shall be organised to occur safely and as soon as possible after the cessation of classes.

**Supervision before School**

At Werrington County Public School playground supervision will begin at 8:30a.m. If students arrive prior to this time they must sit underneath the covered area near the office as there is no formal supervision at this time. Students are not permitted to play games before 8:30 a.m. The courtyard is the only area where children can play at this time. One teacher is on duty during this time a second teacher goes on duty at 8.45am. Handball is the only ball game permitted before school.

**Supervision during Teaching and Learning Activities**

Teachers are to supervise in the classroom at all times during teaching and learning activities. Students are not permitted in classrooms unless there is a teacher present. Where special circumstances arise and a teacher must take leave during a teaching session, arrangements must be made with an executive member of staff or another teacher to supervise students.

 If an emergency takes place during class time eg, injury to student or staff, medical situation the teacher is to utilise the intercom phone system. This is only for use in emergencies and office staff will respond immediately.

Where possible, students should not be sent on messages around the school during teaching and learning sessions. If the need arises where students are required to leave the class they must be accompanied by another student. If the student is being sent to the sick bay, then a note must be sent with the student, providing information and direction to the office staff.

The Principal is to ensure that precautions are taken in relation to the safety and welfare of students and that supervision is adequate depending on the developmental stage of the students. As stated in the Excursion Policy, the Principal is to ensure that any excursion involving swimming or water activities or overnight stays must be accompanied by at least one member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care. All other excursions and sporting activities students must be accompanied by a member of staff who has undertaken emergency care training. Teachers must complete all the requirements of the excursion policy through Team Leaders before proceeding on an excursion.

**Supervision During Recess and Lunch Breaks**

#### PLAYGROUND RULES AND ROUTINES

**ALL STUDENTS ARE REQUIRED TO WEAR A HAT DURING PLAYTIMES.**

**NO HAT NO PLAY**

**Bell Times** 8.30a.m Morning supervision commences (2nd teacher at 8.45am)

 9.00a.m Start of school day

 11.00a.m Recess

 11.20a.m End of Recess commencement of Maths Groups

12.20p.m End of Maths groups

 1.10p.m Lunch (Supervised eating time)

1.20p.m Start of Lunch

 1.40p.m Duty change over – half time lunch

2.00p.m End lunch – classes assemble at classroom (Mon. – COLA)

 3.00p.m End of school day.

#### PLAYGROUND DUTY RESPONSIBILITIES

**General**

* Be punctual
* Wear Hi Visibility vest on playground duty and carry material injury bag.
* Arrive on duty prior to children – this may mean taking your class out a few minutes early and supervising them before the bell rings.
* **BE MOBILE!** – ACTIVE SUPERVISION around the entire duty area.
* If you need to go to the staffroom for any reason please notify an executive member to take your place until you return.
* **BE AWARE** of the rules of your duty area.
* **BE CONSISTENT** in your judgements.
* Try to listen to all problems/complaints – they may be trivial to you but to a child they may be major concerns.
* Use the Behaviour Referral as a last resort – a “stand by the wall” or “stay with me” may be sufficient in initial instances.
* Notify a member of the executive if there is a problem you can’t solve – there is always help at hand.

##### Before School 8.30a.m. duty

* Students enter through the main gate at the Administration block – NO WALKING through the CARPARK.
* Students arriving prior to 8.30a.m are to wait in the breezeway outside office. Teacher on duty goes to this area at 8.30a.m to allow students into Courtyard. Second teacher goes onto duty at 8.45a.m when area is busier.
* Students walk to classrooms and place bags outside at classroom lining-up areas.

Students must be invited INTO the rooms by a teacher and can remain in the room IF THE TEACHER IS PRESENT.

* All students are to remain in the courtyard.
* Students line up at 9.00 am, on the bell, outside classes.
* If it rains – students are to remain under the covered ways until supervision is provided in rooms.

#### Recess

* Recess begins at **11.00a.m.** and concludes at **11.20a.m**
* Children are allowed to be at the canteen, in the courtyard or the Truckpit.
* Students, who have finished eating, wait at the gates until the DUTY TEACHER allows them into the Truckpit.

##### First Lunch and Second Lunch

* The bell sounds at **1.10 p.m** for lunch. Teachers are to supervise students sitting to eat either in their classroom or outside their room.
* **1.20p.m** – If finished eating, students can go to the Canteen and / or the Courtyard, Truckpit and Back Playground
* Students are required to wait at the gate to the Truck pit until the DUTY TEACHER allows them entrance to Truckpit and Back Playground.

**Playground Rules**

**Courtyard**

* it is a passive area – NO RUNNING ALLOWED
* handball games
* only students who need to purchase are in the canteen lines area
* small balls, skipping ropes are allowed

**Truckpit**

 - All equipment is allowed

**Back Playground**

* All equipment is allowed

The County – Expectations Matrix is attached to this document.

#### Library

* Held lunchtimes Monday, Tuesday, Wednesday and Thursdays - 1.20 – 1.50 pm. Children go straight from class. Must have a “Library Pass” to enter.

#### Canteen

* Children place orders at the Canteen before school. Class monitors collect baskets at 1.10p.m

#### PERSONAL PROPERTY

* If during play a child’s ball. etc goes over the fence it is NOT to be retrieved.
* The child should go with his/her parents and retrieve the ball after 3.00pm.
* Children and children’s parents should accept responsibility for all personal items (non educational) brought to school.
* Teachers – “all care taken, no responsibility accepted”.
* Expensive items/toys are discouraged.

#### WET DAY ORGANISATION

* Bell System: 1 bell – class begin and end.

 2 bells – wet recess/lunch declared

Wet recess (11.00), wet lunch (1.10) will be signified at these times by 2 bells. These times will be declared WET and will remain so until recess and lunch time has concluded. Duties will be on a share basis with classroom teachers.

#### Rain During Lunch

* Teachers on duty make the decision – send a child to ring the wet weather bell (2 bells) and inform the Teachers in the staffroom.
* Teachers on duty escort children off the playground – children proceed straight to their rooms.
* Class teachers go immediately to their classrooms.

#### INJURIES IN THE PLAYGROUND

* Treat every child’s injury seriously
* All teachers to carry a material injury bag.
* With minor injuries (cuts, abrasions, etc) tell child to wash the wound and then return to you. If necessary, send the child to the office for a dressing, but bandaids may be applied from the material bag.
* All injuries which require medical attention will have an injury report filled out.
* All visits to the sick bay are to be recorded in the accident register.
* Parents/ Caregivers will be called whenever there is an injury to a child’s head.

**Serious Injury**

* Mobile – Teacher on duty accompanies child to the office (after first notifying other teacher on duty) – a message is sent to an executive who replaces teacher on duty.
* Immobile – send for an executive immediately
* Serious accidents occurring in the classroom or playground must be reported to the Assistant Principal or Principal and an ‘Accident to Pupil’ form completed.

The ‘Accident to Pupil’ form requires:

1. statement by teacher;
2. statement by students who saw the accident;
3. statement by the student involved, if possible;
4. statements are to be written on the special form available in the office;
5. statements must be signed and dated by the person making the statement and in the case of students, classes, and dates of birth must be stated;
6. copy of playground duty roster for the day;
7. copy of school map indicating where accident occurred;
8. statement of any conversation with the parent/s.

Student and teacher statements must be completed on the day of the accident if possible. All documentation, fully completed, is to be handed to the Principal or Assistant Principal no later than one school day following the accident.

**Students with Identified Health Needs**

While on playground duty teachers are to carry a bumbag which contain photos of students with identified health needs. Should problems arise in the playground with one of these students, photo is to be given to another child and taken to the office immediately for assistance.

#### Assemblies

* Children sit during assembly.
* Insist on absolute quiet and attention during assembly.
* Class teachers move among class lines to assist the assembly leader.
* Teachers should, where possible, avoid conversation

**Supervision after School**

Rules related to travel to and from school e.g. the crossing of roads at marked pedestrian crossings, the riding of bikes and orderly movement on roads and footpaths, will be determined, clearly understood by students and communicated to parents. Any breach of these rules will be brought to the attention of the parents of the students concerned and action will be taken by both the parents and the school to prevent repetition.

Students will not be permitted to leave before the school closing time without parental / guardian approval. Parents / Guardians are required to sign a Early Leavers form with staff at the front office which is then given to the class teacher. Early marks are not permitted.

**Supervision and Dismissal of Kindergarten Classes**

Kindergarten students will be dismissed at 2:30pm for the first 5 weeks during Term 1. Parents or a designated person by the parent or guardian are to pick up their children at this time. Teachers will escort the class out each afternoon and supervise until all children are picked up.

**Responsibilities of Teachers**

Teachers must provide effective supervision of students:

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

**The County - Expectations Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **I am…** | **All Settings** | **Courtyard / COLA** | **Canteen** | **Toilets** | **Back Playground****Truckpit** | **Movement around School** |
|  Safe | when I\*wear a hat when outdoors\*wear my school uniform\*follow teacher’s directions\*play in designated areas\*keep my belongings neat and tidy | when I\*walk on concrete / paved areas\*sit when eating\*use appropriate equipment sensibly | when I\*line up sensibly behind the yellow lines\*only line up to buy food\*stay out of the canteen | when I\*use toilets then leave\*flush the toilets and wash my hands\*leave food outside\*keep water off the floor | when I\*am aware of others around me\*choose sensible games\*only use fixed equipment with teacher supervision\*use equipmentappropriately | when I\*walk quietly and sensibly\*keep to the left of the path |
|  Respectful | when I\*show good manners at all times\*remove hat when indoors\*value others and their point of view\*care for my school – keep it clean\*treat others as I would like to be treated | when I\*move quietly during class time\*share friends, space and equipment\*place rubbish in bins\*look after our gardens | when I\*use my manners \*only use my money\*wait quietly in line \*speak clearly | when I\*respect others privacy\*wait for friends outside\*keep toilets clean and tidy | when I\*am responsible for my equipment\*agree on rules before the game and stick to them\*share friends, space and equipment\*eat and drink in the courtyard area | when I\*am respectful of classes working\*return promptly when trusted on a message\*walk with my class1.have shirt tucked in2.hands behind my back3.walk in two lines4.my mouth closed |
|  A Learner | when I\*listen attentively\*always do my best\*play fairly\*make good choices\*attempt to be a better problem solver | when I\*follow agreed game rules\*learn new games and activities\*conserve water – turn off bubblers | when I\*am prepared with money and order\*make sensible and healthy food choices\*order my lunch before school | when I\*go to the toilet during breaks\*conserve water and paper\*remember hygiene of food and equipment | when I\*try to solve problems\*take turns and cooperate with others | when I\*listen attentively to instructions / directions\*am a messenger – knock enterwait for teacher |