



Onsite Supervision Policy & Procedures

RATIONALE:

Adequate supervision of students in the school yard is a requirement of every schools' duty of care. All students have the right to feel safe in all aspects of their school experience. This will be the primary focus of our care and decision-making, with particular attention paid to the safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, minority groups, as well as the safety of children with a disability. This includes the management of students outside their normal timetabled classes. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school. 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.

IMPLEMENTATION:

As part of Maffra Secondary College's duty of care, the school is required to adequately supervise students for a defined period before school, at recess and lunch times and after school. On-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

Parents / guardians will be kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents / guardians. This information will be clearly provided to parents / guardians in Newsletters.

ACTIVE SUPERVISION BEFORE AND AFTER SCHOOL

- The school will provide staff supervision for students arriving before school between 8.40am and 9.00am.
- The school will provide staff supervision for students after school between 3.15pm and 3.45pm.
- Outside the listed times, the supervision and/or the collection of students is the responsibility of parents/guardians.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place by the staff member in charge of daily organisation or a Principal's nominee.

ACTIVE SUPERVISION AT RECESS AND LUNCH TIMES

At Maffra Secondary College, students will be actively supervised by four staff members during recess and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times.

Details of the roster are communicated to teachers at staff meetings, daily replacement classes sheet and recorded on COMPASS – the school's student management system. Sufficient teachers will be allocated by the school principal or their nominee to supervise students during these periods.

Senior students are allowed access to Johnson Street Maffra (main street) if they have written permission from their parents / guardians. This is to be completed at the beginning of the year. This allows them to walk down the street during lunch breaks.

- All students must sign out prior to leaving and sign back in on return.
- Students must use the allocated route to walk to and from the main street.
- Student behaviour will be monitored by the staff member on yard duty.

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- All students will leave the school via the Bill Cane Court entrance and return via this entrance.
 - A condition of this privilege, students must be in full school uniform.

School bus supervision - All afternoon school buses will be supervised due to the number of buses and students boarding buses at this time.

Supervision of students arriving on buses will not be individually supervised in the morning. However, a staff member is allocated duty in the top quadrangle and can assist where necessary. This will be left to the discretion of the Principal and will be reviewed annually and / or if problems occur. The following aspects need to be considered when making this decision:

- The number of students arriving at school and/ or departing from the bus at the school.
- The age and or functional capacity of students alighting from or boarding the bus.
- The times of the arrival and departure of the bus(es).
- The location of the pick-up and drop-off points in relation to the other areas of the school.
- Whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

UNAUTHORISED STUDENT DEPARTURE FROM SCHOOL:

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed once school personnel are made aware. The student will be required to make up the time that they have missed during a lunchtime or in an after school detention. This will be organised by the Year Level Coordinator or Assistant Principal in conjunction with the student's parent/ guardian.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

EARLY DEPARTURE OF STUDENTS PRIOR TO DISMISSAL TIME:

The school must receive verbal or written permission from a parent/ guardian in order for a student to leave the school prior to the end of the day. A parent/ guardian may require their child to leave the school grounds to:

- Attend an appointment - The note should be presented to the Main Office, the parent/ guardian collecting the student is required to sign the student out on Compass or in the Compass Kiosk at the Main Office. Office Staff will ensure accurate student records are maintained.
- Early departures due to: illness, injury and behavioural issues will be recorded in 'Early Leavers' book at the Main Office. Details will include the student's name, year level, the time of departure and the name of the person collecting the student.
 - No parents/carers are permitted to take students directly from the classroom.
 - Students can only be collected by a responsible person aged 18 years and over with appropriate parent permission given.
 - No students will be sent home on their own during normal school hours.
 - The Administration carpark at the front of the school (Bill Cane Court) is the designated drop off and pick up area students departing during normal school hours.

It is a requirement that all Staff must sign out via the main office if leaving prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all staff departing the school prior to dismissal time.

ARRANGEMENTS FOR STUDENTS NOT COLLECTED AFTER SCHOOL:

Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area. If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

ARRANGEMENTS FOR STUDENT SUPERVISION ON SCHOOL CAMPS AND EXCURSIONS:

The school will provide supervision ratios in line with the Department's policy as outlined in the Department of Education and Training (DET) School Policy & Advisory Guide, depending on the nature and location of the school activity.

ACTIVE SUPERVISION AFTER EXCURSIONS AND ACTIVITIES:

At the conclusion of any school related activity, the teacher will remain with any students until duty of care can be transferred to the parent/ guardian.

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2020
Approved by	Principal
Next scheduled review date	February 2024