



Onsite Supervision Policy

PURPOSE:

Upper Ferntree Gully Primary School is committed to providing supervision for all students in their care for the time of a student's presence onsite and adheres to the department's policy for supervision and duty of care. UFTGPS duty roster covers all areas of the school to ensure all students are under direct supervision at all times.

1. GUIDELINES:

As part of its duty of care UFTGPS will supervise students for a defined period before school; at recess time and lunch time; and after school. This 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.

It is essential parents/carers are 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/carers. This information should be clearly provided to parents/guardians on a regular basis.

2. IMPLEMENTATION

2.1 A duty roster will be used to timetable staff members for yard supervision.

Yard supervision will include before school (8:45am- 9am), snack (11am - 11:40am) and lunch breaks (1:20pm - 2:00pm), and after school (3:30pm – 3:45pm). During an early finishing time such as the last day of term the snack and lunch break will be combined.

2.2 Duty areas will include:

Duty at the front of school to supervise pick up and drop off as well as students crossing the road.

Area A + B – Foundation area, behind MPR, toilets to Japanese steps

Basketball court

Area C – Oval

2.3 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.

2.4.1 Yard duty staff members will be provided with a bag containing basic first aid supplies.

2.4.2 Yard duty staff are to carry a mobile to contact the office in an emergency.

2.4.3 Staff will be on duty promptly as per timetable. If a staff member is unable to be on duty, substitute arrangements must be made.

2.4.4 Staff on duty will supervise students lining up during music. It is the responsibility of staff to be with their class punctually before the bell sounds to end break time.

2.4.5 Staff will be expected to wear hats from Mid-August until the 30th April in accordance with the Sun Smart Policy.

2.4.6 Staff will be expected to wear yellow high visibility jackets to assist students to easily identify them in the yard.

2.4.7 Staff shall regularly check the playground equipment and report any potentially dangerous or faulty equipment to the principal or health and safety representative.



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- 2.4.8 Students are to be made aware that any dangerous or harmful equipment or substances, eg syringes, broken glass, articles with blood must not be handled but be reported to the staff member on duty.
- 2.4.9 Parents/carers are encouraged to send their children to school during supervision times from 8:45am
- 2.4.10 Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period which for UFTGPS until 3:45pm
- 2.4.11 Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.
- 2.4.12 Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration 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.

Ratified by School Council:	
Signature School Council President	
Next Review Date:	