



STUDENT CARE & SUPERVISION PROCEDURES Policy

Child Safe Standard 2: Statement of Commitment to Child Safety

Rationale

The Principal and school leaders of Epping Views Primary School will support implementation and monitoring of the **Child Safety Code of Conduct Policy alongside the Student Care and Supervision Procedures Policy as stated**. They will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments.

Child Safe Officer/Leader – Anita Osavkovska (Assistant Principal)

Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined as: “A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.”

As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

Schools normally satisfy the duty of care by allocating responsibilities to different staff. For example, the principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in each 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.

Supervision before and after school

Epping Views Primary School will provide staff supervision for students arriving before school between 8.45am and 9.00am. Epping Views Primary School will provide staff supervision for students after school between 3.30pm and 3.45pm. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians. This information is provided to parents/guardians on a regular basis.

Sufficient teachers will be allocated by the School Principal to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements are to be put in place in consultation with the Principal or their delegate.

Supervision at recesses and lunch times

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a “Yard Duty Roster” exists 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 bulletin and via the staff noticeboard.

Unauthorised student departure from school

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

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 (twenty-four-hour service)

Arrangement for students not collected after school

Parents/guardians are informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. 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.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

Arrangements for student supervision on school excursions and camps.

Epping Views Primary School will provide supervision ratios in line with the Department of Education and Early Childhood Development's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.

Early departure of students prior to dismissal time.

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. Details to include the student's name, grade, the time of departure and the name of the person collecting the student.

No parents/guardians are permitted to take students directly from the classroom.

Students can only be collected by a responsible person 16 years and over.

No students will be sent home on their own out side of normal dismissal times.

This policy will be reviewed as part of the school's four-year review cycle.

This policy was last ratified by School Council in....

March 2019