

## YARD DUTY/SUPERVISION POLICY

### Rationale

- Adequate supervision of children in the schoolyard is a requirement of the school's Duty of Care.
- School authorities in breach of their duty of care may be liable for injuries to children.
- In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazards that are known or could have reasonably been foreseen and prevented.
- Supervision extends to classrooms and other teaching and learning areas within the school.
- This duty extends to intervention in single sex areas by a teacher of the other gender, if required.
- Parents/carers are responsible for student safety when travelling to and from school. They should provide adequate supervision for students entering or exiting the school at the beginning and end of the day. They should obey traffic and parking regulations.

### Aims

- To ensure the Northern School for Autism satisfies its duty of care in supervising children.
- To ensure the school complies with DET policy and guidelines.
- To ensure the school complies with Child Safe Standards 1 & 2.

### Implementation

- The safety and wellbeing of children is this school's highest priority.
- The school has developed the pre-requisite Duty of Care Policy.
- The Principal will arrange for student supervision according to school needs and ensure staff are aware of their responsibilities to supervise children during school times as well as before and after school.
- Areas coming under supervision will include the school oval, adventure playground, areas between buildings, games areas (e.g. netball courts) and the school canteen if applicable as well as in classrooms.
- Parents/carers will be informed that the care and supervision of children travelling to and from school and outside the times of school supervision before and after school is their responsibility.
- The Principal will ensure that school supervision is provided for fifteen minutes before and after school.
- Parents/carers will be regularly informed about supervision available before and after school.
- The Principal will ensure that sufficient teachers are available to supervise the departure of children at the end of the school day.
- The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out to that danger unsupervised.
- Staff members are expected to be on yard duty at the appointed times.
- It is essential that teachers supervising departures are not called away for other duties without alternate supervision being arranged.
- Children will be supervised during recess and lunch.

- Leaving the school grounds for lunch will be discouraged. If a child is to leave the school grounds during lunch or recess, the parent/carer must provide a written request.
- Children will be closely supervised during swimming and off-site sporting activities and/or other excursions. Please refer to the school's the *Swimming Instruction & Water Safety Policy*.
- If the school conducts a cross-aged tutoring program, the Principal will decide how much supervision is required depending on the age of the students, size of the group, nature of the activities and location within the school.
- For supervision during incursions, please refer to the *Incursions (Safety of Children Working with External Providers Policy)*.  
Note: Visiting speakers do not have the authority to supervise students in schools.  
Teachers must supervise their students during a presentation from a guest speaker.  
This includes instructors providing religious instruction in schools.
- Please refer also to the *Duty of Care Policy*, the *Communication Procedures & Schedule Policy*, the *Collection of Children Policy*, *Student Engagement Policy*, *Visitors to the School Policy*, *Working with Children (Suitability) Checks – Volunteers & Visitors*, the *Running Away from School Policy* and the Child Safe Standards.

### **Evaluation**

- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update late May 2018).

### **Reference:**

[www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)

This policy was first ratified by NSA School Council on 27 March 2015

The first update was ratified on 18 February 2016

This update was ratified on 6 December 2018