

On Site Supervision Policy (inside)

Written by	<i>Principal</i>
Date approved by School Council	<i>June 2017</i>
Date of Review	<i>June 2020</i>

Rationale:

Adequate supervision of students in the school buildings is a requirement of the school's duty of care.

Aims:

To provide adequate and appropriate supervision of students in the school buildings.

Implementation:

- Supervision of students is the responsibility of all staff.
- All students are informed by staff, regularly and throughout the year that they are not permitted to be inside buildings unless supervised or authorised by a staff member.
- Teachers scheduled for instruction are responsible for assembling the students before the lesson, responsible for student control and supervision during the lesson, and for supervising a timely and organised departure of students from the lesson.
- Teachers who are instructing students and become aware that one or more students are suspected of being out of class without proper reason, must take appropriate action immediately.
- Teachers who become aware of unsupervised students inside at any time, have a responsibility to intervene and take appropriate action and/or to inform an assistant principal immediately.
- If a teacher is required to leave a class due to illness or similar emergency, they must alert a teacher in an adjoining class before departure. One of these two teachers must inform an assistant principal immediately.
- Teachers are responsible for any students who leave their class for any reason.
- Teachers who become aware of students who have not returned to class in an appropriate time, are required to take appropriate action to locate the student/s and/or to inform an assistant principal immediately.
- Students who arrive at off-site locations (eg: sports events) must be immediately briefed about the supervision arrangements and boundaries of that location.

Evaluation:

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