

## SAFETY & SUPERVISION OF STUDENTS POLICY

### ***Introduction***

It is crucial that every school and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

The Principal and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open. This policy aims to establish guidelines for the supervision of students and set out the responsibility of staff, parents and students.

### ***Responsibility of the school***

A teacher is to take measures that are reasonable in the circumstances to protect a student under the teacher's care from risk of harm. This requires not only protection from known hazards, but also protection from those that could foreseeably arise and which; preventative measures could have been taken.

A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties eg. if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

### ***Responsibility of the Principal and Teachers***

The school principal is responsible for making and administering arrangements for adequate supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

### ***Custom and Practice***

In meeting the duty of care, the Principal is responsible for making arrangements for the effective supervision of students in the school grounds. This period officially begins half an hour before school work begins in the morning and half an hour after school finishing time.

### ***Early Collection of Students***

If a parent/caregiver needs to collect their child prior to the end of the school day, they are required to go to the front office and complete an Early Leavers pass. The pass will then be countersigned by the Office staff. Parents will then be directed to the classroom of their child/ren where they will hand the Early Leavers pass to the class teacher. No student will be allowed to leave unless an Early Leavers pass is presented.

### ***Late Arrivals to school***

The school day begins at 9.00am. Students arriving after 9.10am will be required to go to the office. Students will need to be signed in by the Office staff. Students will be issued with a Late pass listing the time and explaining the reason for being late. The student will then be required to go to class where the late pass will be handed to the class teacher. All Late slips will be put into the class roll.

Referrals will be made to the Home School Liaison Officer (HSLO) for those students who are repeatedly late.

### ***Responsibility of parents/caregivers***

Parents/Caregivers have a responsibility to ensure that their child/ren attend school regularly, are on time and prepared for the day. The school requests that a written note accompanies each child if they are late to school, explaining the lateness or that parents/caregivers escort their child/ren into the office area and provide the office staff with a verbal explanation. It is hoped that this process will ensure that safe arrival of each student at Sherwood Ridge.

### ***Collection of a student after a special event***

A school event is any where teachers are present. It is the responsibility of all staff to ensure the active supervision and safety of all students. Prior to any school event starting the procedures and expectations of the event will be explained to parents/community members. The following process aims to outline the procedures for staff when dismissing students prior to the end of a school day.

### ***Prior to the conclusion of an event***

If parents/caregivers wish to take their child early from an event they will be directed to see their child's class teacher. Only parents/guardians are able to take children early. Others (friends, Aunts, Uncles etc) may only take a student if they have written permission from a parent/guardian. **NO verbals are to be accepted.**

Class teachers will mark the student as **LE (Left Early)** on a class list. Parents/Caregivers will be asked to sign and date against the student's name.

### ***Conclusion of an event***

A bell will be rung at the conclusion of the event. All students are to line up in the morning assembly lines. Staff will then mark the roll. If there are students not present an attempt will be made by the staff member to locate the missing students.

If the student/s cannot be accounted for, the class list with the missing students highlighted will be sent to the office. The office staff will notify a Senior Executive member in the first instance or an Executive member of staff and the process for locating the student/s will begin.

All class lists will be returned to the office before the end of the day. Class lists will then be placed into the rolls for maintenance of records.

### ***School Supervision***

Please be reminded that formal school supervision begins at 8.30am each morning and continues during play breaks throughout the day. At 3.00pm the students are dismissed under the direct supervision of the staff. Students are expected to leave the school grounds promptly and where possible, be under the supervision of a responsible adult or older sibling. Executive staff supervise the exit points and Kiss and Drop bays located on Parkside Cct, Rosebery and Braemar Ave each afternoon.

The school understands that many parents have commitments at work which require them to leave before 8.30 am and or arrive to pick up their children after 3pm. A Before and After School Care service operates from 7.00-8.30am and 3.00-6.00pm daily,(depending on vacancies – phone 1300 553 583), each school day.

Students on school grounds after 3.20pm will be brought to the office. Parents will be asked to collect children from the office, signing them out upon arrival.