Student Safety and Supervision Framework

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 and effective supervision of students in the school grounds. 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.

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 the safe arrival of each student to school.

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. Staff supervise the exit points 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, Northwest Community Childcare, operates from 6:30am to 8:30am each morning and from 3:00pm to 6:30pm each afternoon, depending upon vacancies. Phone 0411311057 for more information or go to https://nwcm.com.au/childcare/

Students who are on school grounds after 3.15pm will be brought to the office. Parents will be asked to collect children from the office.

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. 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 9.00am 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 note 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 note 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.