GUNDAROO PUBLIC SCHOOL

SUPERVISION OF STUDENTS

POLICY

AIM
To safeguard the welfare of students, according to departmental guidelines.

RATIONALE
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.

Teachers must provide effective supervision of students:
- during the teaching and learning process;
- during activities within the school grounds and buildings; and
- when students are participating in school excursions, sporting activities and other activities organised by the school.

OUTCOMES
An effective supervision policy should result in:
- a safe and happy environment for students and staff
- a reduction of injuries to a minimum
- a visible adult presence to provide guidance to students
- departmental responsibilities being fulfilled as to duty of care.

IMPLEMENTATION
The Principal is responsible for developing and implementing a student supervision plan.
This plan must include:
- duty rosters – recess/lunch
- before school supervision
- excursions and emergency situations.

The plan should ensure
- teachers are available to assist students at all times within designated supervision hours.
- Students are advised to seek help from teacher(s) where any dangerous situation should arise
- Student activities involve minimal risk to themselves
- Effective and active supervision by staff on duty.

Supervision guidelines should be clearly communicated to students, parents and staff.
This should cover:
- starting and finishing times of school
- parental approval for students to leave school early
- parental approval for students to attend excursions.
Children are to be briefed on school rules at the beginning of each year and reminded of them at appropriate times as required.

Students are not supposed to be at school before 8.30am and are encouraged to leave by 3.15pm. No formal supervision is available before or after these times.

Duty rosters for teachers will provide supervision before school, at recess and during lunch.

The duty of care for the supervising teacher is to ensure that:
- equipment is being used sensibly
- fixed equipment is being used according to school rules and instructions for use
- games and activities are monitored to protect against risk of injury
- students take all care not to injure themselves or others.

Students requiring first aid are to be sent or escorted to the office to see the qualified School Assistant. All injuries are to be recorded on the First Aid Register.

The School Assistant’s first aid qualifications are to be regularly upgraded as part of the school’s training and development activities.

Injuries requiring professional medical attention must have a departmental accident report form filed in the office.

Principals are to ensure that any excursion involving swimming or water activities or overnight stays must be accompanied by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care.

Evacuation procedures are displayed in each room and practised annually.

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