



# Camperdown College

## Supervision of Students

### Policy and Procedures

#### **RATIONALE**

Adequate supervision of students in the school is a requirement of the school's duty of care. The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

#### **AIM**

This policy and the procedures outlined below are intended to provide adequate and appropriate supervision of students in the school so the school fulfils its duty care to its students in terms of on-site supervision.

#### **IMPLEMENTATION**

A teacher will be present at all times during timetabled class time.

Under exceptional circumstances the Assistant Principal may authorise senior secondary students to work without direct teacher supervision in a designated room. However, a teacher would be in a room in close proximity.

Rooms with specialised equipment or chemicals are to be kept locked when not in use.

Students must not enter or leave the classroom without teacher permission. At the Senior Campus, laptop computers should be returned to the library after the end of class bell, or earlier if under teacher supervision.

At the senior campus teachers working with students one on one at lunchtime, recess or after school must do so in the downstairs area where there is a line of sight to other staff members. (Child Safety Standards)

During lunchtimes, students using the Senior Campus Library will be in the presence of the Library Assistant (Education Support Staff member) and in these instances, supervision is the responsibility of the library officer with on call support from the Assistant Principal.

There will be a teacher rostered on for yard duty at each campus before school, during recess and lunch breaks, and after school. Students will be supervised in defined areas of the yard during these times.

On days of inclement weather, alternative (indoor/undercover) arrangements will be made for students at both campuses with revisions to supervision arrangements.

Teachers on yard duty are to remain on duty until the replacement teacher arrives. The change-over area is the front steps at each campus.

Details of the yard duty roster are displayed in the office and on the staffroom noticeboards at each campus. At the Junior Campus, rosters will be displayed in teacher work spaces or classrooms, clearly visible to CRTs. Changes to the yard duty roster will be recorded in the Daily Organiser and on Compass.

### **Beginning of the day, end of lunch and recess at Junior Campus**

Students will line up in an orderly fashion in a designated area at the end of the first bell finishing lunch. The supervising teacher for the following lesson should be present at the line before the second bell sounds. The Yard Duty teacher will supervise students until all classes have the appropriate teacher present to transition into class.

### **Supervising between Junior Campus classes**

Supervising teachers will remain with their designated class to move between learning spaces. Specialist teachers will collect and return classes to their classrooms. If students are transitioning to another specialist class, teachers will ensure that they move throughout the school with a teacher.

### **Supervision before and after school**

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are required to ensure that suitable arrangements are in place for their child to leave school by the end of the designated end of day supervision period. Parents will also be informed and regularly reminded via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

A teacher will be rostered on to provide staff supervision for students at the Senior Campus before school from 8.40 am (arrival of first bus) and after school until 3.40 pm (departure of last bus).

The school will provide staff supervision for students at the Junior Campus before school from 8.35am with students able to enter the building at 8.45am. Staff supervision will be provided until 3.30 pm at the Junior Campus. The arrival and departure of the bus from the Junior Campus at the end of the day will also be supervised by a teacher on duty. If a Junior Campus bus has not arrived before the 8.45am bell, the supervising teacher will not be present, due to monitoring their own class' transition into the building.

Outside of these times the supervision and/or the collection of students is the responsibility of parents/carers.

### **Students not collected at end of school day**

Students remaining in the school yard awaiting collection after 3.30pm will be directed to the office waiting area where attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Health and Human Services and for them to arrange for the care and protection of the student. Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

### **Students remaining at school at the end of the day**

All students must sign in at the General Office if remaining after hours. Teachers holding after school classes/clubs must inform office staff each time this occurs and students are still expected to sign in.

Senior students remaining at school to study must check in first with Assistant Principal to check that there will be staff on campus and then sign in at office.

Assistant Principal/Principal is to remain on site until the end of after school sessions conducted by Education Support staff eg. instrumental music.

### **Late arrival at school**

All students are expected to arrive at school in time for the commencement of the first session (8.50am at the Junior Campus and 9am at the Senior Campus). Students arriving late at the Junior Campus must sign in at the Office then go immediately to class. Students arriving late at the Senior Campus must sign in at the Office and will be seated in the corridor in view of the Office before joining their class at the commencement of the next session.

### **Early departure from school**

The school must receive written permission or telephone contact from a parent/carer before the school will authorise a student to be dismissed from school prior to the end of the school day. Parents/carers will be encouraged via the school newsletter to provide advance notice when this is to occur.

A record of early departures is to be kept in the office and completed for all students departing the school early. Students must be signed out of the school by their parent/guardian if departing prior to dismissal time. No parents/guardians are permitted to take students directly from the classroom without pre-arranging the early departure with the office and signing the student out.

In the event that it is not the parent/guardian collecting the student during the school day, prior arrangement must be made by the parent/guardian notifying the office who will be collecting the student. Students can only be collected by a responsible person 16 years and over.

No students will be sent home on their own outside of normal dismissal time unless prior contact has been made with parents.

### **Permission for students to leave school grounds**

The school does not give lunch passes for students to go home, or down the street, at lunchtime. All students are required to remain at school during lunchtime.

With approval from the Assistant Principal, a teacher may give permission for small groups of senior secondary students who have completed their Local Excursion Permission Form to leave the school grounds without a teacher to complete a non-adventure activity within the town, where the activity is directly related to their learning. Under these circumstances, these students must be signed out at the office.

## **Unauthorised departure**

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

## **Arrangements for student supervision on school camps and excursions**

The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.

## **Supervision of students travelling for shared provision**

Students travelling on the bus to VET/CTTC programs are under the supervision of the bus driver. The bus driver is to be given a copy of emergency contacts for the students and a school contact.

Students travelling to VET/CTTC with an Education Support staff member are under the supervision of this person.

The students are to sign out at the office before leaving and sign in upon return.

Whilst at VET students are under the supervision of the VET providers and must comply with all rules and requirements on a delivery site.

Students involved in structured workplace learning or work experience are supervised by their hosts and this agreement is signed by the host employer, parents and the school.

## **REFERENCE**

[DET Student Supervision Policy](#)

## **EVALUATION**

This policy will be reviewed every two years or more frequently if required by changed circumstances.

**This policy was last ratified by School Council November 19**

## APPENDIX:

### Ratios for camps and excursions (see table and related information below).

Type of excursion	One excursion staff member per:
Day excursion	20 students (Principals may extend this ratio for senior secondary students only, if student safety will not be compromised.)
Adventure activities	Refer to specific guidelines for the activity. See: <a href="#">Safety Guidelines for Education Outdoors</a> within <a href="#">Department resources</a>
Overnight base camps in residential premises or under canvas	10 students
Study camps in residential premises	15 students
Local and interstate tours	15 students
Overseas tours	10 students

### Further supervision requirements (DET policy):

**Most excursions** The excursion must

- be under the direct control of a teacher employed by the Department or the school council with at least one other excursion staff member present
- have enough teachers employed by the Department or school council to maintain appropriate control of the excursion and of each activity
- have teachers comprising at least half of the excursion staff.

**Overnight stays for mixed gender groups**

- include excursion staff of at least one person of each sex.

**Note:** In primary schools this requirement may be waived, where staff of each sex are not available.

**Small group excursions in the local area**

- with the approval of the principal, be supervised by one or more excursion staff employed by the Department or school council (for example, education support class officers such as integration aides and teacher assistants).

**Unsupervised excursions**

- be approved by the principal only:
  - in a small number of instances
  - for secondary-aged students
  - for activities involving small groups of individual students
- and the teacher responsible for the activity must maintain a formal record of a description of the activity including locations, names and ages of students involved, the time of leaving and returning to school.
- A risk assessment must also be completed and a record kept of the Principal's reasons for allowing the activity to proceed.