



Lake Boga Educational Hub

'Be the best that we can be'



Principal: Joe Summerhayes

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lakeboga.vic.gov.au

SUPERVISION OF STUDENTS POLICY

Rationale: Adequate supervision of students in the outside environment is a requirement of staff duty of care.

Aims: To provide adequate and appropriate supervision of students in the outside environment.

Implementation:

- Supervision of students is the responsibility of all staff.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include before programs start, recess and lunch breaks, and after the days sessions have completed.
- Students are supervised from 8am each morning until 4pm in the afternoon on the school campus.
- All parents are required to make sure that their children have been collected or have left the school grounds at notified times. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted.
- The yard supervision roster will basically require staff members to undertake yard duty before school, for recess or lunchtime on specific days.
- An open and equitable process for coordinating the roster, and for negotiating specific duty times or days with individual staff members. Final approval is the Principal's responsibility so as to ensure adequate supervision.
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies.
- Yard duty staff members will keep a record of individual student behaviour.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher or principal.
- Staff are to use hats and sun block for periods of hot weather usually term 1 and 4.
- Staff on yard supervision must approach intruders or unknown people in the yard and contact the office to seek assistance.
- Staff members have a legal responsibility to be prompt at arriving at their yard duty location on time, and must ensure that all students have left the yard before completing their roster at the end of recess, lunch and end of day.

Evaluation:

To be reviewed as part of the school's three year review process.

This policy was last ratified by LBPS Leadership team

July 2019