PURPOSE

Whenever a student/teacher relationship exists, the teacher has a special duty of care. As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is those that the teacher should have reasonably foreseen) and against which preventative measures could be taken.

Schools satisfy this duty of care by allocating responsibilities to different staff and formulating and circulating policy.
The principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances of the school. Teachers are responsible for carrying out their assigned supervisory duties in such a way that student are, as far as can be reasonably expected, protected from injury.

GUIDELINES

- All teachers should accept the responsibility for the supervision of students.
- The school ground will be supervised from 8.50 a.m. to 3.45 p.m. Outside these supervision times the supervision and/or collection of students is the responsibility of parents. If a student who is normally collected from school remains well beyond the normal time attempts should be made by the school to contact parents/guardians or emergency contacts.
- Students must be adequately supervised during recesses and lunchtimes. A yard duty timetable will be drawn up indicating the times that staff are required to supervise students in the yard. Teachers ensure that toilets, playground equipment and areas close to perimeter fences are thoroughly supervised.
- The teachers on yard duty will be responsible for elementary first aid. If further treatment is needed this will be the responsibility of the First Aid Officer.
- On days of extreme weather conditions children and staff will be notified of the arrangements to be followed. A timetable will be drawn up for this supervision. Supervision at these times will require all children to be occupied in their classrooms with a minimum of movement.
- Grade movements throughout the day are left to the discretion of individual teachers with the understanding that all movements to and from the classrooms and in corridors are to be closely supervised.
  - Children leaving the classroom to go to the toilet will do so in groups of three.
  - Children leaving the classroom for other purposes will do so in pairs.
- Children will not be dismissed before the bell and will not be allowed to remain in the rooms without direct supervision.
- Children who are leaving early or arriving late must be signed in or out of the school by a parent or guardian at the office. The notification slip will be forwarded to the classroom teacher.
- Supervision for all activities will be based on a teacher/pupil ratio, at least equal to that required by the relevant regulations.
  - Day excursions – one excursion staff member per twenty students
  - Overnight excursions (base camps in residential premises) – one excursion staff member per ten students.

NOTE
For further information regarding other supervision requirements the School Policy and Advisory Guide will be consulted and requirements adhered to.