



ONSITE SUPERVISION POLICY

Basic Beliefs

All children are required to be adequately supervised at all times during the school day. This includes whilst in the classroom and for a defined period before school, at recess and lunch time, and after school.

Goals

- Adequately supervise students in the classroom as per the requirement of the school's duty of care.
- Adequately supervise students in the school yard as per the requirement of the school's duty of care.
- The school will satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.
- 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.

Guidelines

Teachers will be required to maintain supervision of students at all times.

This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.

Parents/carers may require their child to be dismissed early from school to attend an appointment

A roster system will be used to timetable staff members for yard supervision. Yard supervision will include before school (8.45am – 9.00am), recess and lunch breaks, and after school (3.30pm – 3.45pm).

Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Administration Office and completed for all students departing the school early.

This policy is to be read in conjunction with the school's Duty of Care Policy.

Links and Appendices

[DET Student Supervision Policy](#)

Onsite Supervision Procedures

Date Passed by School Council

The Onsite Supervision Policy was passed by School Council on 17th March 2025.

Proposed Date of Review

The School Wellbeing Sub Committee of School Council will be responsible for co-ordinating and planning the review of the Onsite Supervision Policy, under the auspices of School Council. The review period will be three years from the policy being passed by School Council.