



On-Site Supervision of Students Procedures



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Saltwater P-9 College on 03 8366 7700 or saltwater.p9.co@education.vic.gov.au.

POLICY STATEMENT

Adequate supervision of students in the school yard is a requirement of the school's duty of care. The school will normally 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. This duty extends to intervention in single sex areas, if need be, by a teacher of the other gender.

GUIDELINES

As part of its duty of care, the school is required to adequately supervise students for a defined period before school, at recess time, lunch time, and after school. 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 that 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 regularly.

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

It is important that the school has a process to authorise these requests and that accurate student records are maintained.

POLICY

General Supervision Requirements

The Principal is responsible for ensuring adequate supervision of students during school hours and school-approved activities, in line with the Department's **Duty of Care** and **Supervision** policies. All staff must actively fulfil their supervision responsibilities, ensuring a safe learning environment at all times.

Supervision Before and After School

[Kirra Place Campus](#)



- Staff supervise the entry points from **8:15am to 8:45am**, and again from **2:40pm to 3:00pm**.
- Outside of these times, no supervision is provided and parents/carers are advised not to leave students unsupervised on school grounds.
- The gates close at 9:00am and reopen at 2:40pm for afternoon dismissal.

Coaching Parade Campus

- Yard supervision is provided from **8:30am to 9:00am**, and again from **3:10pm to 3:20pm**.
- Gates close at 9:00am and reopen at 3:10pm.

Parents/carers are responsible for ensuring students are not left on school grounds outside these supervised times unless enrolled in an approved before or after school care program.

Late Pick-Up or Early Arrival Procedures

If a student is present before or after the designated supervision times:

- The principal or nominee will contact parents/carers and request they make suitable arrangements.
- If necessary, the school may consider referring the student to out-of-school hours care or contacting Child Protection or Victoria Police.

For primary-aged students waiting for a secondary-aged sibling:

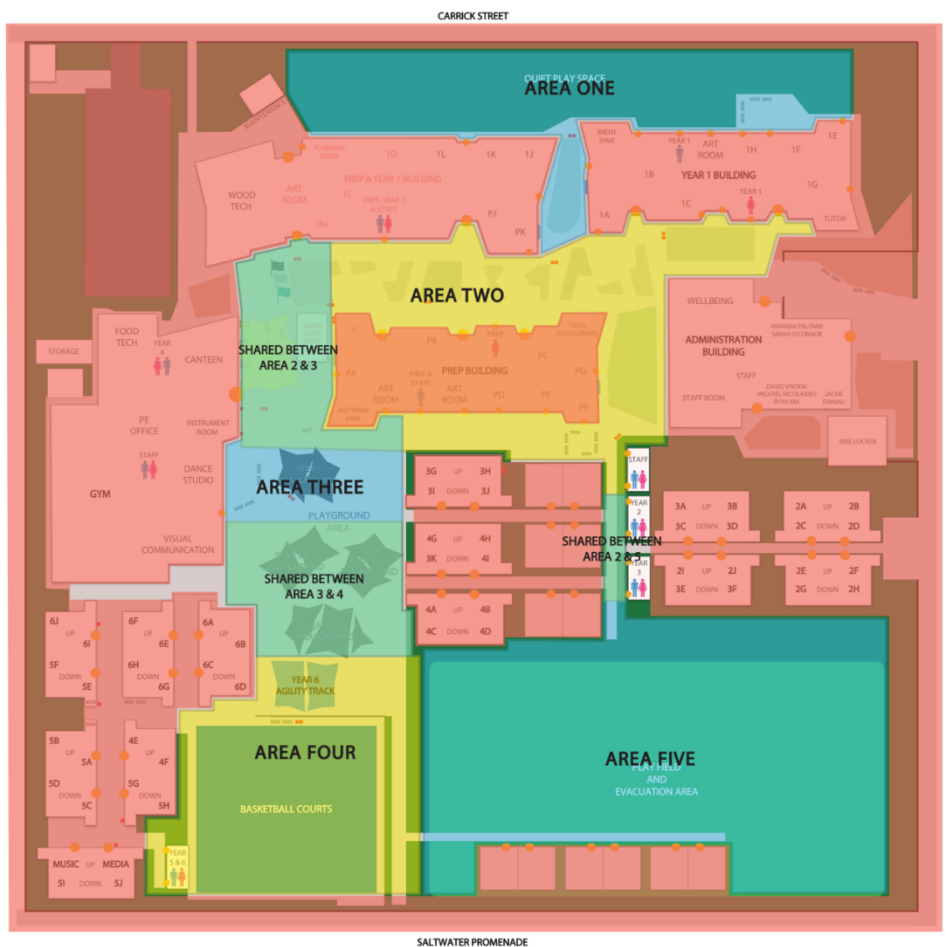
- Parents must provide consent for the younger student to wait in the supervised area at the main office.
- The secondary student must sign out their sibling from this area.

Yard Duty Supervision

All staff are expected to participate in yard duty supervision. A clear **yard duty roster** will be published and communicated by the Daily Organiser or Assistant Principals.



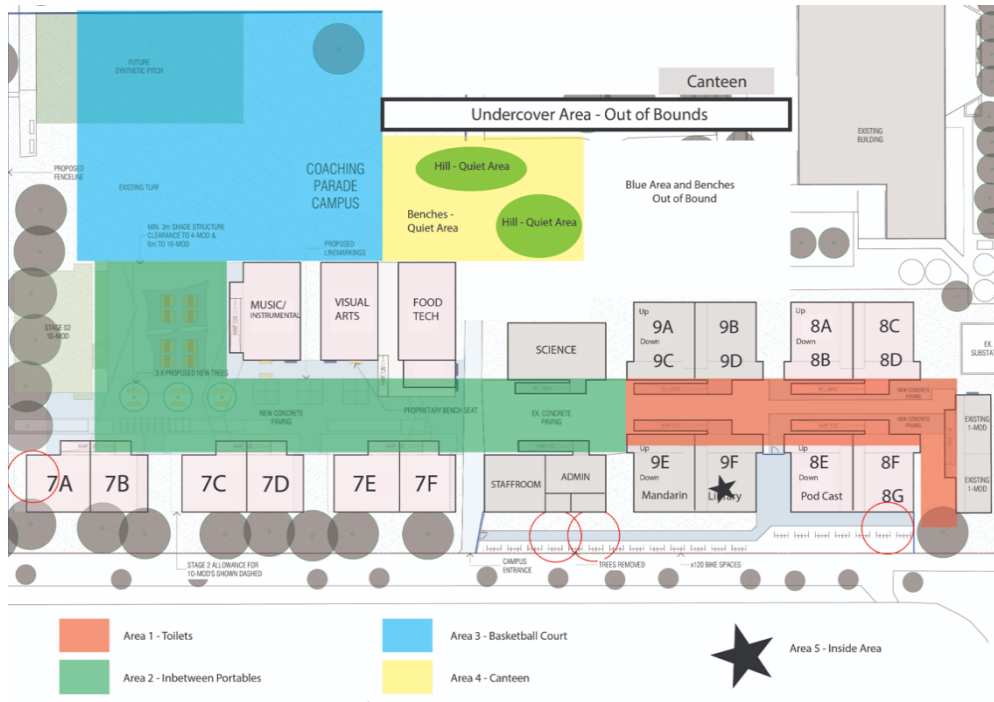
Yard Duty Zones – Kirra Place Campus



| Zone | Area |
|--------|---|
| Area 1 | Quiet Play – Carrick St, outside Year 1 buildings. |
| Area 2 | Lap around Prep building, in front of canteen and Year 1 buildings. |
| Area 3 | Prep playground, Year 1/2 playground, Year 3/4 playground and canteen |
| Area 4 | Basketball court, Years 5/6 agility playground, Year 3/4 playground. |
| Area 5 | Oval |



Yard Duty Zones – Coaching Parade Campus



| Zone | Area |
|--------|-----------------------------|
| Area 1 | Central quadrant |
| Area 2 | North quadrant |
| Area 3 | Canteen and Prep playground |
| Area 4 | West quadrant (playground) |
| Area 5 | Basketball court |
| Area 6 | Oval |



Staff Responsibilities on Yard Duty

Staff must:

- Arrive promptly and remain in the designated area until relieved.
- Wear a high-visibility vest and carry a first aid bag.
- Actively supervise by moving through the area and being visible.
- Intervene promptly in the case of unsafe behaviour.
- Provide first aid where needed and log incidents on XUNO.
- All head incidents must be sent to First Aid
- Challenge unauthorised visitors and ensure they are signed in at the office.
- Report incidents or near misses using XUNO and follow up as needed.

Supervision must be handed over with a **verbal briefing** to the incoming staff member. Staff must not leave their post until they are relieved.

Classroom Supervision

- Teachers are responsible for students in their care during class.
- Teachers must not leave a class unattended. If required, they must contact a Pod Partner or leadership for support and remain until relieved.

Excursions, Camps, and Offsite Activities

Supervision for school activities must align with Department of Education guidelines, including the **Excursions Policy**. The principal and leadership team will determine appropriate staffing ratios and risk management based on the nature of the activity.

External providers must not be used as the sole supervisor—staff must remain responsible for student supervision.

Students Requiring Additional Supervision

Students with disability or high needs may require additional supervision. This will be arranged in consultation with the Assistant Principal and/or Wellbeing team and included in the student's Individual Education Plan (IEP) or Behaviour Support Plan as needed.

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors, including:

- Which entry/exit points should be or are used by students
- Whether any entry or exit points should be locked, designated as out of bounds, or supervised
- Road traffic conditions
- Designated pick-up and drop-off areas



The supervision of the arrival and departure of any school contract buses is a matter for the discretion of the principal, who will consider the following:

- The number of students alighting from and boarding the bus at the school
- The age of students alighting from or boarding the bus
- The times of the arrival and departure of the bus(es)
- The location of the pick-up and drop-off points in relation to the other areas of the school
- Whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal, who will consider whether supervision is required to protect students on the bus or from unruly student behaviour when boarding or alighting from the bus.

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 when staff members will be rostered to undertake yard supervision before and after school each day.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to:

- To attend an appointment during school hours

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

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

LINKS & APPENDICES

Links that are connected with this policy are:

- http://www.education.vic.gov.au/management/governance/referenceguide/enviro/4_6.htm

Appendices that are connected to the policy are:

- APPENDIX A - On-Site Supervision of Students Procedures

COMMUNICATION & EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

RESOURCES & REFERENCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)



- Cybersafety and Responsible Use of Technologies
- Duty of Care
- Excursions
- School-Based Apprenticeships and Traineeships
- School Community Work
- Structured Workplace Learning
- Supervision of Students
- Visitors in Schools
- Work Experience

POLICY REVIEW & APPROVAL

| | |
|-----------------------------------|-----------------|
| Policy last reviewed | May 2025 |
| Approved by | Principal |
| Next scheduled review date | May 2027 |

This policy will be updated sooner if required by changes to Department policy or school grounds/facilities.



APPENDIX A - On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in the school yard, enabling the school to fulfil its duty of care to its students in terms of on-site supervision.

Supervision before and after school

The school will provide staff supervision for students arriving before school between 8:15 am and 8:45 am.

The school will provide staff supervision for students after school between 2:40 pm and 3:00 pm.

This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times, parents/guardians are responsible for supervising and/or collecting students.

The school principal or their nominee will allocate sufficient teachers to supervise students during these periods.

Should a teacher be called away to other duties, alternate supervision arrangements will be made in consultation with the principal or their nominee.

Supervision at recess and lunchtime

Students are required to be adequately supervised during recesses and lunch times. To ensure this, a 'Yard Duty Roster' will be created each term, allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff meetings, in the daily bulletin, and via the staff noticeboard.

Unauthorised student departure from school

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 03 9589 6266 (24-hour service).

Early departure of students before dismissal time

Students must be signed out of the school if departing before dismissal time. A record of early departures will be kept in the Administration Office and completed for all students departing early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- 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.



Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours, and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students in the school yard awaiting collection after 3:00 pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school remains at the school well beyond the normal time of collection, 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/guardians 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 Human Services and for them to arrange for the care and protection of the student.

Information about the student's whereabouts will be left with appropriate friends of the student or next-door neighbours, if known, and at the school.

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 Victorian Government Schools Reference Guide section 4.4.2.8, depending on the nature and location of the school activity.