



**Purpose**

To ensure school staff understand their supervision and active supervision responsibilities.

**Scope**

The principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at Teesdale Primary School, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places.

**Policy**

**Before and after school**

Teesdale Primary School grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Teesdale Primary School will inform parents/carers of the precise times during which the school's grounds will be monitored via the enrolment handbook. Teesdale Primary School will send families reminders as required via the newsletter.

Before and after school, school staff will be available to supervise the school oval and play court areas and the front gate, along with the School Reception gate.

Parents and carers should not allow their children to attend Teesdale Primary School outside of these hours. Families are encouraged to contact Teesdale Primary School on 5281 5218 or refer to [CommunityOSH](https://www.vic.gov.au/community-osh) 0448 674 516 for more information about the before and after school care facilities available to our school community.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available)
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes outlined below.

**Active Supervision (recess & lunch times)**

All staff at Teesdale Primary School are expected to assist with active supervision and will be included in the weekly roster.

The School Improvement Team is responsible for preparing and communicating the active supervision roster on a regular basis. At Teesdale Primary School, school staff will be designated a specific active supervision area to supervise, changes to this will be communicated each morning through the Daily Staffing Update on Sentral.



## *Teesdale Primary School Policy*

The designated active supervision areas for our school as at Term 1, 2023 are:

Zone	Area
Zone 1	Sandpit and oval
Zone 2	Playground, Stephanie Alexander Kitchen Garden (SAKG) & Covered Outdoor Learning Area (COLA)
Zone 3	Lawn in front of Mudbrick building & basketball court (scan toilets)
Leadership	Providing behaviour support across zones 1, 2 & 3 at identified point of need sites.

School staff must wear a provided safety/hi-vis vest whilst on active supervision. Spare safety/hi-vis vests will be stored in the leadership office.

### Before & After School

- Sutherland Street (SS) monitors students in front of the admin building. Students should sit on seats and wait for collection
- Bannockburn Shelford Road (BSR) monitors playground and basketball court area as students are dropped off and collected

Staff who are rostered for active supervision must remain in the designated area until they are replaced by a relieving teacher.

During active supervision, supervising staff must **SMILE**:

- Scan
- Monitor
- Interact
- Look
- Engage
- ensure that students who require first aid assistance receive it as soon as practicable
- log any major incidents on Sentral
- if being relieved of their active supervision shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a brief but adequate verbal 'handover' is given to the next staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct active supervision at the designated time, they should contact the Principal with as much notice as possible prior to the relevant active supervision shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave active supervision during the allocated time, they should contact the Principal but should not leave the designated area until the relieving staff member has arrived in the designated area.

If a relieving or next staff member does not arrive for active supervision, the staff member currently on duty should ask a senior student to go to the staffroom to ask for a replacement teacher and not leave the designated area until a replacement staff member has arrived.

Teachers in Zone 1, need to be aware that the area behind the BER and both car parks are blind spots and students are not to play there.

Teachers providing active supervision in Zone 3, need to be aware that the area behind the senior portables is a blind spot and students are not to play here.



## *Teesdale Primary School Policy*

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising active supervision staff member.

### **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact their teaching team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.

### **School activities, camps and excursions**

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved. Staff should also consider arrangements covering active supervision on days where they are out of school for school activities such as sports days and excursions. Alternate timetables may be made for camp weeks.

Our daily staffing update will identify adjustments made to the active supervision roster.

### **Further Information and Resources**

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
  - [CommunityOSH](#)

### **Communication**

This Policy is communicated via the school's website, and annually via the school's Newsletter.

### **Review and approval**

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2025

*This policy will also be updated if significant changes are made to school grounds that require a revision of Teesdale Primary School's Active Supervision Policy.*