

Enkindle Village School



Supervision Policy

1. Statement

Enkindle Village School (Enkindle) has a duty of care to look after the safety and well-being of students attending the School. Supervision is one of the key elements in exercising this duty of care and preventing injuries to students during the course of school related activities. Mentors are required to exercise their supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

2. Purpose

The purpose of this policy is to provide guidelines to ensure the provision of a safe and secure environment for all children at Enkindle and that adequate supervision of all enrolled children is maintained at all times.

3. Scope

This policy applies to all School staff and volunteers, including full-time, part-time, permanent, casual, relief, probationary and fixed-term employees as well as all enrolled students and their parents/carers.

4. Principles

Enkindle will arrange for student supervision according to school needs. The Principal will ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

Specific responsibilities will be allocated to staff members to undertake student supervision, as determined by the needs of the School, to protect students from reasonably foreseeable risks of injury including hazards that:

- are known; and
- could have been reasonably foreseen and prevented.

Supervision Responsibilities Before and After School

Supervision will be provided as follows:

- Before school from 8:30am, Monday to Friday; and
- After School until 3:15pm, Monday to Friday.

Marking of the roll

Teachers will mark the roll in Compass each morning.

The School will ensure that:

- parents/guardians are regularly informed about supervision available before and after school;
- sufficient teachers are available to supervise the departure of students at the end of the school day; and
- teachers supervising departures are not called away for other duties without alternate supervision being arranged.
- if Enkindle has not been notified and someone other than the enrolling parent/guardian arrives to collect the child, the enrolling parent/guardian will be contacted to obtain their authorisation which will be in writing whenever possible. The child will not be released until the enrolling parent/guardian's authorisation has been obtained. The person who the parent/guardian nominates to collect the student will be required to provide photo ID before the student is released to them.
- Parents/guardians who are unavoidably detained and are unable to collect their child at the designated time must telephone Enkindle to advise of their lateness and expected time of arrival. Alternatively, parents/guardians will need to arrange another authorised adult to collect the child and notify Enkindle staff of this arrangement.
- Students who remain on school grounds after being collected by parents at the end of the school day results in those parents, or others collecting the students, assuming responsibility for supervising them while on the school grounds/facilities.

Supervision Responsibilities at Lunchtime and Recess

Schools have a duty of care to ensure that students are adequately supervised, protected from dangerous activities, protected from bullying and excessively rough play and have access to safe premises and equipment. This requires schools to arrange for supervision of students during scheduled breaks from the classroom.

The standard of care expected of teachers supervising the playground, or organising sport and other activities during lunch and recess, will be determined by

- the age and maturity of students;
- the size of the group;
- the suitability and safety of the premises; and
- the visibility of students on the premises.

Teachers must know the school's supervision policy, and always carry out rostered supervision duties. Schools should be cognisant of areas that are potential sites for bullying to occur. School policies need to be flexible to accommodate special days, for example, sports carnivals.

We enjoy working and relaxing in our grounds together as equal members of our community and are alert to the needs of the children during class and at break times.

We respect children's personal and social space and will teach children to know which playground issues need adult intervention and those they are capable of resolving themselves or with the help of a peer.

Supervision of Students Crossing Roads

Parents/Guardians will be required to escort students across the designated crossing from school carpark to the school grounds and vice versa. Parents/guardians are to ensure that students are signed in and out of the school premises and ensure teachers are aware of the student's arrival/departure.

5. Legislation

- *Education (General Provisions) Regulation 2017 (Qld)*
- *Work Health and Safety Act 2011*

6. Supporting Documents

- Enkindle Student Welfare Policy

7. Version Control

Approval Details

Policy Sponsor	Secretary
Approval authority	Management Committee
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Modification History

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