

## SUPERVISION POLICY

### Statement

Enkindle Village School 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. Staff are required to exercise their supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

### 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 Village School, and that adequate supervision of all enrolled children is maintained at all times.

### Scope

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

<b>Status:</b> Version 2	<b>Supersedes:</b> Version 1
<b>Authorised by:</b> Board Chair	<b>Date of Authorisation:</b> August 2025

### References

- *Education (General Provisions) Regulation 2017 (Qld)*
- *Work Health and Safety Act 2011*
- Enkindle Village School Student Welfare Policy
- Enkindle Village School Work Health and Safety Policy

<b>Review Date:</b> Annually	<b>Next Review Date:</b> July 2026
<b>Policy Owner:</b> Townsville Independent School Association Inc.	

### Policy

Enkindle Village School 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;
- After school until 3:15pm, Monday to Friday; and
- During any before or after school clubs such as tennis, sewing club, STEM club etc.

### Signing in

Parents will escort students in/out on the school and ensure staff are aware of students in attendance each day. 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;
- Teachers supervising departures are not called away for other duties without alternate supervision being arranged;

- If Enkindle Village School has not been notified and someone other than the enrolling parent/guardian arrives to collect the child, the nominated supervisor/mentor will contact the enrolling parent/guardian to obtain their authorisation that will be in writing whenever possible. The child will not be released until the enrolling parent/guardian's authorisation has been obtained.
- Parents/guardians who are unavoidably detained and are unable to collect their child at the designated time must telephone Enkindle Village School 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 Village School 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. 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 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.

During class-time, when children have completed their tasks, they are free to be outdoors but are to remain within the courtyard area as to be visible from the main classroom.

### **Supervision of Students Crossing Roads**

Parents/guardians will be required to escort students across the designated crossing from the 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.

### **Supervision of Students at School Camps and Excursions**

Staff are expected to actively supervise all activities and meals in accordance with schedules created by the camp organiser. Supervision responsibilities also include:

- Set up and pack up at start and end of camp
- Bedtimes and medicine plans
- First aid and emergency protocols according to the venue's Emergency Response Plan
- Communications with parents and the school as needed
- Meal preparations, set ups and clean ups
- Transport supervision
- Waiting with students until parents have collected them
- Individual, small groups, and large group supervision