



CARE and SUPERVISION of STUDENTS POLICY

RATIONALE

At Oak Flats Public School, the care and supervision of every student is the first and most important priority of each teacher and staff member. Teaching and learning programs in the classroom, in the playground, in and around the school grounds and at all school activities inside and outside school are based upon the premise that the school provides a caring, safe, supportive and educationally stimulating environment so every student learns to their potential. It is expected that all staff, permanent, casual and temporary will actively and professionally contribute to achieving this goal.

At Oak Flats Public School, all students, teachers, parents, visitors and school staff have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Oak Flats Public School maintains high standards of student behaviour. The application of school rules and expected standards of behaviour in the classroom, in the playground, in and around the school grounds and at all school activities inside and outside school foster positive and respectful relationships between all members of the Oak Flats Public School community.

DEFINITIONS & BACKGROUND INFORMATION

Duty of Care:

The duty of care owed to students arises out of the special relationship that exists between teachers, staff and students. This duty of care is to be exercised during school hours, and after school hours, when students are participating in a school activity or program and the school has assumed responsibility for the supervision of students.

Duty of care is to take reasonable care to protect students against risks of injury which could have reasonably been foreseen. This also includes prevention of injury by a student to another student or to teachers and school staff, and protecting students in their care from sexual, physical and emotional abuse and neglect.

School Day:

At Oak Flats Public School, work hours are from 9.00am until 3.00pm, although staff can be required to attend meetings half an hour before and after these times.

Active Supervision:

Active Supervision is the professional expectation of being **mobile** and **visible** about your designated area of supervision, whether it be a classroom, library, playground area, playground equipment, toilets, school camp or excursion etc. Active supervision requires one to be **alert** to identified students (behaviour, medical, disability), and danger or high risk zones (toilets, out of bounds, concrete surfaces, ramps, slopes, running near poles, muddy and wet). Active supervision requires a practical understanding of the importance of conveying and reinforcing a consistent message to students through our PBL Behaviour Expectations, PBL lessons, PBL school signs, out of bounds areas etc.

Responsibility of the Principal:

The responsibility of the Principal is to ensure that a care and supervision plan is in place for all students in the school and that all members of the school community are aware of this plan and of their responsibilities.

Responsibility of Teachers and Members of Staff, which includes non-teaching staff, School Administrative Manager (SAM), School Learning Support Officers (SLSOs), School Administrative Officer (SAO) and General Assistant (GA)

As a legal, moral and ethical condition of their employment, teachers and staff must provide effective supervision of students at all times during the teaching and learning process, in the classroom, in the playground, in and around the school grounds and at all school activities inside and outside school. The SAM, SAO, SLSO and GA have designated roles within the school which relate to their specific Duty of Care responsibilities.

Responsibility of Students:

Students have a responsibility to do their best at all times participating fully in their learning and all school activities and programs. They have a responsibility to play safely in the designated areas, not deliberately injure other students, obey the school and classroom PBL rules, look after school property and be polite and respectful at all times.

All members of the Oak Flats Public School community will fulfill their responsibilities so that our school PBL core values of *Safe, Respectful, Responsible and Active Learner* will be instilled strongly into the school ethos and culture.

General Supervision:

During lesson time the teaching staff are expected to be present in the classroom whenever students are in the classroom, ensuring that students are adequately supervised at all times. Classes are not to be left under the combined supervision of another staff member unless an Executive has been informed and only in extreme cases to ensure appropriate Duty of Care.

CARE AND SUPERVISION PLAN

PLAYGROUND DUTY

Before School 8.30am – 9.00am

- It is expected and rostered (see Playground Duty Roster) that 1 member of staff will be present in each COLA area; Senior, Junior and Kindergarten.
- Morning playground duty commences at 8.30am.
- Electronic gates open at exactly 8:30am to let students in.
- Bags are to be placed in class lines or outside the classroom
- Restricted use of playground equipment to include COLA equipment.
- Students to walk only on concrete surfaces.
- Use quiet voices during the morning play time
- Stairways are not to be used as a sitting area by students.
- Students may go to the toilets, although K-2 students are to go in pairs.
- Teachers to ensure that safe play is occurring and that all students comply with school rules, PBL Behaviour Expectations and Matrix, PBL signs and PBL Lessons.

- At 8:55am bell, students can go to the toilet, collect their belongings and assemble in class lines in the COLA area for morning assembly.

Lunch Eating Time 11.00am – 11.15am
Recess Eating Time 1.30pm – 1.40pm

- It is expected and rostered that 2 members of teaching staff will be present in the Senior COLA, 1 staff member in the Junior COLA and 1 staff member in the Kindergarten COLA.
- Kindergarten students eat in the Kindergarten COLA
- K-2 students eat in the Junior COLA
- 3-6 students eat in the Senior COLA
- **During wet weather all classes to follow the wet weather routine (see Playground Duty Wet Weather roster).**
- Students are to sit, eat their lunch and use quiet voices
- The area must be free of all litter before the students are dismissed.
- Students may go to the Canteen at Recess only during eating time.
- Teachers to ensure that all students comply with school rules, PBL Behaviour Expectations and Matrix, PBL signs and PBL Lessons.
- Students are to wait until teacher dismisses them to go and play.

Lunch Play Time 11.15pm – 11.45pm
Recess Play Time 1.40pm – 2.00pm

- It is expected and rostered (see Playground Duty Roster) that 1 teacher will be present to supervise in each of these areas: Primary Field, Multipurpose Court, Primary COLA, Infants Field, Infants COLA, Fixed Equipment (Recess only)
- It is expected and rostered (see Playground Duty Roster) that other supervision areas at designated times will include: Library, Computer Room, Primary Equipment and Infants Equipment.
- Teachers to ensure that safe play is occurring and that all students comply with school rules, PBL Behaviour Expectations and Matrix, PBL signs and PBL Lessons.

COLA

- Restricted use of playground equipment. (COLA equipment tubs, skipping ropes, handballs)
- Only balls permitted in COLA are small soft balls or tennis balls. Only handball games and throwing within reasonable distance. No kicking ball games.
- Students to walk only on concrete surfaces.
- Stairways are not to be used as a sitting area by students.
- Permission required to go to the toilet. Students to go in pairs.
- Permission required to retrieve balls from gardens and out of bounds areas.
- At end of play bell, students assemble in class lines in the COLA area and listen to teacher on duty.

FIELD

- Students permitted on the fixed equipment only when there are two teachers on playground duty.
- Use of playground equipment may include soccer balls, footballs, handballs, basketballs, skipping ropes and other soft play toys in the sports shed.
- Roster organised for team sports on the Primary Field.
- Permission required to go to the toilet. Students to go in pairs.
- Permission required to retrieve balls from gardens and out of bounds areas.
- Students are not permitted to take food to the field area.
- At end of play bell, students assemble in class lines in the COLA area and listen to teacher on duty.

FIXED EQUIPMENT

K-2

- Students are to meet at the white line and walk on the path behind the teacher.
- The garden near the equipment and tree is out of bounds.
- Students are to slide down the slippery dip only.

3-6

- Students are to wait for the duty teacher to arrive before playing on equipment.
- Students are to slide down the slippery dip only.
- Chasing and tip games are not permitted in the equipment area.
- Students are not to climb over or on top of the equipment.

LIBRARY

- Students are to wait for the supervising teacher before entering the library.
- A maximum of 30 children are permitted.
- Students are to use quiet voices.
- Students are to participate in a quiet activity during their time in the library. These activities could include reading, writing, researching and or accessing a computer to complete an educational activity.
- Students are not permitted to climb on library furniture.
- Students are not permitted to enter the annex, Library teacher's office and or teacher resource area.
- Students are to walk in the library at all times.
- Students must look after all equipment in the library.
- Students must not remove any equipment from the library unless instructed by a teacher.

DIGITAL TECHNOLOGY LAB

- Students are to wait for the supervising teacher before entering the computer lab at the COLA stairs.
- Students are to use quiet voices.
- Students must not remove any equipment from the computer lab unless instructed by a teacher.
- Students must ask permission to print from the computer
- Only one student at a time is permitted on a computer.
- Students must only access educational games and or activities during their time in the computer lab.
- Students are not permitted to climb on furniture.
- Students are not permitted to touch any digital technology which includes robots and or STEM equipment.
- At the end of the duty students must shut down and log out of the computer and push the chair in under the computer desk.
- Students are to walk in the computer lab at all times.
- Students must remain seated at all times when in the computer lab.

End of School Day and Bus/Car Duty 3.00pm

- Students are not permitted to play or linger in the school after the 3.00pm bell.
- The crossing is supervised by an RTA crossing supervisor.
- Students leave the school via pedestrian gates located at various places around the school.
- Students walk bikes and scooters out of the school grounds and across pedestrian crossing.
- It is expected and rostered (see Playground Duty Roster) that 1 member of teaching staff will be on Bus Duty on Wentworth Avenue at the end of the school day.
- The Principal, or designated person will be present at the pickup zone on Griffiths Street.
- Students being picked up in the pickup zone are to wait quietly on the grass against the school fence until their car arrives in the designated area.
- Teacher on Pickup Duty is to direct cars to move up to the top car spot for students to enter their car
- Students are to enter cars on the kerb side.
- Teachers are to use judgement and reasonable duty of care when determining if students need assistance with car doors when entering their car, or assistance walking on the kerb to their car.
- Parents should be asked to drive on and "loop around" if their child does not respond after being called by the teacher several times.
- Students who are not collected in a reasonable amount of time after the bell are to be taken to the School Office so that their parents can be contacted.

Wet Weather and Extreme Weather

- During periods of wet weather or extreme weather with heat, wind, or dust, an announcement over the school PA system will be made.
- **Students will eat in classrooms when weather is extreme**
 - Restricted use of playground equipment in the COLA areas.
 - Only handball games and throwing within reasonable distance permitted in the COLA. No kicking ball games.
 - The Assistant Principals will liaise and decide if “Wet Weather” duty applies. The following can be called: closed fields, wet weather outside and wet weather inside.
 - If ‘wet weather’ is called;
 - 8:45 am – Teachers on duty in their classrooms
 - If weather clears, the teacher on duty may decide to take their group outside. They must stay with the group that they are supervising.
 - If wet weather suddenly occurs, the teacher on duty should send message to the office to be advised by AP’s/Principal.

Outside School Activities

Supervision during excursions must be adequate in relation to the number of students, their maturity, anticipated behaviour and the planned activities. Approval for excursions must be sought from the Principal. All teachers participating in an excursion must accept responsibility for supervision while on excursions and cannot transfer that responsibility to parents/carers other volunteers or external organisations. One trained emergency care member of staff must accompany any excursion involving swimming or water activities and/or overnight stays. A risk assessment must be completed for all excursions and medical notes must accompany students on the excursions, especially in relation to health care plans and prescribed medication.

Excursions, sporting activities and camps are not necessarily completed until children safely return to school to the care of their parents or care givers. Parents or caregivers may seek to collect their child early from an activity provided arrangements are made with the school and activity convenor well before the return journey has started. Parents and care givers may be required to travel to an excursion, sporting activity or camp, as outlined in the activity permission note, to collect their child, should a situation occur in terms of the need for specialist medical attention or inappropriate and/or dangerous behaviour.

Other School-Based Activities

Easter Hat Parade, Special Assemblies, Parent Lunchtime B-B-Qs, etc. take place from time to time. At the completion of these school based activities, parents are requested by the Principal/Executive to tell the office, who is responsible for issuing an *Early Departure Notification (white slip)*, that they wish to take their child home early, prior to 3 pm.

Assisting Students to travel safely to and from school

Schools and parents have a responsibility to promote appropriate behaviour and the safety of students travelling to and from school. Students also have a responsibility to meet community, school and parental expectations in this regard. Students have a responsibility to behave in an appropriate way and to ensure both their own safety and that of other students. Particular care needs to be taken by parents, in and around schools when collecting students, particularly young students. In this regard, schools should bring any concerns about dangerous practices in and around schools to the attention of parents and the appropriate authorities.

First Aid at School

It is expected that families whose children seek first aid attention from the front office, may be contacted to advise them of what has taken place, what first aid if any, has been provided, and details are recorded in the First Aid Incidents Register. Parents will be contacted should a child have any injury to the head. Contact with parents will be by telephone or written information slip, depending on the severity of the situation. In the event of a serious accident, the Ambulance Service will be contacted, even if parents can't be initially informed.

In terms of care of students seeking minor first aid assistance in the classroom or playground, classroom teachers and those on playground duty have a basic first aid kit with bandaids in their classroom and the playground bags. More seriously injured or sick children, if they can walk, will be sent with a buddy to staff with Senior First Aid or equivalent accreditation. At present the designated First Aid persons are the school office staff. For students unable to walk, and "Students at Risk" with anaphylactic, diabetic, asthmatic reactions, the First Aid person will be advised and a teacher will remain with the student until first aid can be administered. When arranging excursions or overnight activities/camps, staff must have current first aid and emergency care (CPR) qualifications.

Toilet Supervision

Toilets are NOT a play area. Children should go to the toilets before school and during the 2 eating/play sessions and avoid the need to go during class time. These messages are given to children regularly on assembly by the Principal/Executive and repeated in classrooms as part of PBL Lessons. During class time any child needing to go to the toilet must seek permission from the teacher. The teacher will then organise an appropriate buddy to accompany the child to the toilet. Toilets are monitored by the teacher on playground duty and roaming of the area occurs regularly.

Toilets are NOT a play area. To enter and check the toilets and cubicles of either gender should not be a concern for any teacher, when at first, you make certain the toilets are empty. A simple script can apply:

1. Knock loudly on the door, state your name and your intention to check the toilets and cubicles;
2. Ask is there anyone in the toilets? If yes, assure them not to hurry, finish what they are doing and tell them you will wait. If no one answers, then again state, if there is no answer, then I will come in.
3. When the last student/s are about to leave, ask them and any other student nearby to accompany you to check the toilets and cubicles so all is safe and no problems. (it may be as easy to discover the taps or toilets are running continually and so need to be turned off or some student has locked the cubicle door and left.)
4. Thank the students for helping you check the toilets to keep everyone safe.

Work Health & Safety

It is anticipated that the staff, the Student Representative Council, parents, students or visitors to the school such as scripture teachers, will advise the Principal of any areas that they identify as unsafe or pose a risk to injury e.g. fallen branch, damage to fixed equipment etc. The weekly Communication Staff Meeting includes WH&S as an agenda item for regular discussion. The Principal will also regularly monitor the school with the WH&S members of staff, cleaning staff, the GA and DEC Assets Department.

Review

It is anticipated that aspects of care and supervision of our students will be reviewed on a regular basis. The school's PBL Welfare Committee, together with the school staff, will formally review our Care and Supervision of Students Policy annually.

Mandatory Compliance

NESA Registration Manual 3.6.2

Key Legislation and information sources

1. Children and Young Persons (Care and Protection) Act 1998
2. Education Act 1990 (NSW)

Other Related Policies

1. Staff Code of Conduct
2. Whole School Discipline Policy and Procedures
3. Child Protection Policy and Procedures
4. Allergy Anaphylaxis Policy

