
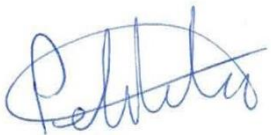


Supervision Policy

JCS Supervision Policy
Implemented: September 2019
To be reviewed: August 2021

POLICY DATES: JOHN CALVIN SCHOOL SUPERVISION POLICY			
Formulated	August 2019		
Implemented	16th September 2019	Reviewed	
Next Review Due	AUGUST 2020		
POLICY AUTHORISATION			
Principal	Daniel Coote	Signature	
Board Chairman	Philip deRuiter	Signature	

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Purpose of this policy

To ensure schools satisfy their duty of care in supervising students.

Prerequisite policy

- [Duty of Care](#)

Policy

Principals must:

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

Note: School authorities in breach of their duty of care may be liable for injuries to students.

In schools there must be clearly allocated specific responsibilities 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 hazard that:

- are known
- could have been foreseen and prevented.

Note: This duty extends to intervention in single sex areas by a teacher of the other gender, if required.

Supervision responsibilities before and after school

This table identifies supervision responsibilities.

Who	Are responsible for
Parents/ guardians	<p>the care and supervision of students:</p> <ul style="list-style-type: none">• travelling to and from school• outside the times of school supervision before and after school. <p>See: Student Collection with: School pickup procedure</p> <p>ensuring:</p> <ul style="list-style-type: none">• school supervision is provided for a minimum of 10 minutes before and after school• 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
Principals	<p>Note: More supervision may be required:</p> <ul style="list-style-type: none">• before or after school, based on local circumstances• for primary students, particularly prep students.

Supervision in specific circumstances

This table lists supervision requirements/considerations for specific circumstances.

<u>Circumstance</u>	<u>Guidelines</u>
Recess and lunch times	<p>Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, procedures must be in place that incorporate:</p> <ul style="list-style-type: none">• written parent/guardian requests for students under 18 on the leave application form• lunch passes. <p>Principals decide how much supervision to provide for formal cross-age tutoring programs based on:</p> <ul style="list-style-type: none">• the age and maturity of students• size of the group• nature of the activities• the location within the school.
Cross age tutoring	
Outside school grounds	<p>Primary students must be supervised at all times. The degree of supervision to be provided for secondary students leaving the school during school hours to engage in educational, sport or other activities is a matter for parental decision by the correct form. Deciding on the level of supervision needs to balance safety with school programs where students are encouraged to undertake activities outside the school either individually or in small groups.</p>
Swimming Pools	<p>Students must be supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).</p> <p>Visiting speakers do not have the authority to supervise students in schools.</p>
Visiting Speakers/Instructors	<p>Teachers must supervise their students during a presentation from a guest speaker.</p> <p>Note: This includes instructors providing religious instruction in schools.</p>

Supervision before and after school - Principal Considerations

This table describes additional supervisory considerations at the beginning and end of the school day, for principals.

To deal with	Principals
school entry and exit points	may organise supervision of entry and exit points that considers: <ul style="list-style-type: none">• the entry or exit points that are, or should be, used• road traffic conditions• designated pick up and drop off areas• whether any entry or exit points should be:<ul style="list-style-type: none">- locked- designated as out of bounds- supervised.
contract buses	<ul style="list-style-type: none">• should arrange supervision of the arrival and departure of school contract buses that takes into account the:<ul style="list-style-type: none">- number of students- age of students- times of the arrival and departure- proximity of the pick-up and drop-off points in relation to the school grounds- behaviour of students on the bus and when boarding or alighting.• may consider:<ul style="list-style-type: none">- working with bus contractors to develop an efficient timetable including possible staggered arrival and departure times to accommodate supervision- a code of behaviour or conduct for students who use school contract buses- using a buddy system for younger students- using bus captains or monitors.
prep students using transport	Parents should consider: <ul style="list-style-type: none">• additional supervision• providing parents/guardians with bus information at parent orientation meetings• maintaining a roll of prep students who use public transport• establishing a 'marshalling point' for prep students from which they can be guided to buses• guiding prep students to buses which stop at the school at the end of the day.

Parent/guardian support

This table describes strategies schools can use to encourage parents/guardians to support supervision before and after school.

<u>To assist schools to</u>	<u>Parents/guardians can be encouraged to</u>
ensure student safety when travelling to and from school	consider: <ul style="list-style-type: none">• whether their child is old and experienced enough to use public transport• how they can help educate their child in traffic safety• whether their child will need to cross busy roads to walk or catch transport.
maintain student rolls setting out students' usual travel arrangements	always let the school know when students' usual travel arrangements are to change, even temporarily.
maintain preferred or mandatory points of exit for students at the end of the day	<ul style="list-style-type: none">• use these exits• make sure that students are familiar with these exits and use them.
apply traffic controls at the beginning and end of the school day	obey parking regulations, speed limits and other traffic controls to: <ul style="list-style-type: none">• help to create a safe environment at exits to schools• show respect to neighbours who live close to the school.
to provide adequate supervision for students entering or exiting the school at the beginning and end of the school day	avoid talking to teachers who are supervising entry or exits or school buses about their child's progress and should arrange another time for this discussion.

Related policies

- [Duty of Care](#)
- [Excursions and off campus procedures](#)
- [School pickup procedure](#)



LEAVE APPLICATION FOR CLASS/SCHOOL

To whom it may concern,

This is to kindly request you to grant my child/ren

leave from school for

_____ (reason)

for _____ (hours/days/weeks).

Note: This leave applies to the named child/ren only (eg they may not buy lunch for other students/staff)

Comments:

Signed _____ parent/guardian Date _____

Name _____

Approved by _____ (staff member)

Date _____

Name _____