



Morwell Central Primary School

On Site Supervision (Inside)

Policy 2022



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office on 51365568.

Rationale:

This policy will ensure that the staff at Morwell Central Primary School have adequate awareness and understanding of their duty of care obligations and responsibilities to provide adequate supervision of students in the school buildings as a requirement of the school's duty of care.

This policy will ensure that the staff at Morwell Central Primary School conduct themselves consistently with these legal obligations and responsibilities.

Aims:

This policy aims to provide staff with acceptable and appropriate information to ensure that they adequately supervise students in the school buildings.

Implementation:

- Supervision of students is the responsibility of all staff.
- Doors to the Learning Hub open at 8:15am each morning and staff are expected to supervise students inside from this time.
- All students are informed by staff at induction, regularly throughout the year, and in the school handbooks that they are not permitted to be inside buildings unless supervised or authorised by a staff member.
- Teachers scheduled for instruction are responsible for assembling the students before the lesson, responsible for student control and supervision during the lesson, and for supervising a timely and organised departure of students from the lesson.
- Teachers who are instructing students and become aware that one or more students are suspected of being out of class without proper reason, must take appropriate action immediately.
- Teachers who become aware of unruly students at any time, have a responsibility to intervene and take appropriate action and/or to inform an Assistant Principal immediately.

- If a teacher is required to leave a class due to illness or similar emergency, must alert a teacher in an adjoining class before departure. One of these two teachers must inform Leadership immediately.
- Teachers are responsible for any students who leave their class for any reason and must provide permission for them to leave the learning environment. Teachers who are moving around the school and encounter students who are out of class are required to ask students why there are not in class. Students without permission will to be escorted back to class. Teachers who have students are escorted back to their class must take appropriate disciplinary action.
- Teachers who become aware of students who have been provided with permission to be out of class but have not returned to class in an appropriate time, are required to take appropriate action to locate the student/s and/or to inform leadership immediately.
- Students who arrive at off-site locations (eg: sports events) must be immediately briefed about the supervision arrangements and boundaries of that location.

Evaluation:

This On Site (Inside) Supervision Policy will be reviewed as part of the school's one-year review cycle or earlier as required.

This policy was last ratified by School Council:

April 4, 2022