



# Flowerdale Primary School

## Small Schools Are Great Schools

### Onsite Supervision of Students Policy

#### **Purpose:**

Adequate supervision of students at school is a requirement of the school's duty of care. The principal is responsible for making and administering such arrangements for supervision as necessary, and all teachers carry out their assigned duties so that, as far as can be reasonably expected, students are protected from injury.

#### **Implementation:**

- Flowerdale Primary School supervises children from the bus drop off time of 8:25am until 3:45pm when all children are expected to be returned to their parents' or guardians' care.
- During class time, the children are in the care of a registered teacher.
- Students that leave prior to school finishing at 3:15pm would need to be signed out at the office by a parent.
- If a child leaves the school without authorisation or in the care of a parent or teacher, the school will contact the parents and if there is a reasonable concern for the child's safety, the school will contact the police and the Departments Emergency and Security Management Branch.
- A yard duty roster timetables staff to supervise students in the yard during break times.
- A bus duty co-ordinator signs bus-travellers onto the bus in the afternoon and it is the duty of their parents or guardians to meet them at their bus stop.
- Should parents not be at the bus stop when the child is scheduled to be delivered, the bus driver will return the child to school and the school will contact the parents who will need to make their own arrangements for collecting their child from school.
- Parents need to book their children onto the bus and are given all the relevant information at the time of the booking.
- Parents are given this information about supervision at the school, prior to commencement at the school.
- Staff are given a copy of their duty timetables and a copy is displayed in the staffroom.

**School Council ratified this policy in July 2017**