



Horsley Park Public School

BEFORE AND AFTER SCHOOL HOURS

SUPERVISION POLICY

INTRODUCTION

It is crucial that every school and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

PURPOSE

The purpose of this policy is to clarify the responsibilities of the Principal; Executive and Teachers at Horsley Park PS in regard to the supervision of students within school grounds during a normal school day.

DUTY OF CARE

The duty of care is a duty to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all the circumstances are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.

In the instance of playground supervision, the following apply regarding this duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's care from risk of harm that the teacher should have reasonably foreseen. This requires not only protection from known hazards, but also protection from those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities.
- The school principal is responsible for making and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.
- A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties eg. if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Supervision of students commences at 8.45am daily. It concludes at 3.00pm for students being collected directly by parents and when the last bus departs, that is, approximately 3.20pm for students travelling home by bus or who are using Kiss and Drop.

At all times outside of these hours no supervision will be provided and no responsibility will be taken by the school for any consequences of the activities of pupils.

Please assist the school, in the interests of the pupils' safety, by ensuring that your child or children do not attend or remain in the precincts of the school outside these hours. Special arrangements will be made however during authorised school activities, which require the attendance of students at school outside these hours. The school will not be responsible for supervising students outside the school premises except when they are engaged in a school activity such as for example a sporting event or excursion. The school will not be responsible for supervising students on their journey to and from school or responsible for supervising students at bus stops on their way to or from school. Each student's journey to and from school is the responsibility of each student's parents or guardians.

BEFORE AND AFTER SCHOOL PROCEDURES

In the interest of Horsley Park PS student safety we insist that the following procedures be observed before and after school:

- Parents are requested not to park in the school carpark area but park outside the school grounds and walk into the school to collect/drop off their child/children. Please do use the Kiss and Drop area to park. This is for drop off / pick up only.
- If students arrive before 8.45am they are to forward immediately to the seats under the shelter shed and remain seated until a teacher is present on duty. No ball games of any kind are permitted. Please note that there is no supervision until 8.45am. **At all times outside of these hours no supervision will be provided and no responsibility will be taken by the school for any consequences of the activities of pupils.**
- In the afternoon parents who pick up their child/children are requested to collect them from the playground area at 3.00pm.
- Students are not permitted to wait in Walworth Road or Horsley Drive or leave the school grounds unless accompanied by parent/ guardian/ an authorised adult or have written permission from parents to walk home unaccompanied.
- Students going home by bus are instructed to move to the Italian Room stairs and wait. A staff member will supervise these students inside the classroom and escort them to the buses when all three buses have arrived.
- Students accessing Kiss & Drop are to meet outside the K-2 classrooms. The Principal/ Executive or Staff member will accompany the students to the Kiss & Drop area and supervise the students.
- Any students at school who have not been collected promptly by their parents or caregivers will also walk to the Kiss & Drop area, under the supervision of the staff member on duty.
- Any students at school who have not been collected by their parents or caregivers following the Kiss & Drop Duty (approx. 3:10 pm) will be escorted to the School Office. Parents/ guardians are asked to come to the office to collect and sign out the student. Parents/guardians will be contacted if the student has not been collected by 3:30pm.
- On the odd occasion that a parent / guardian is unable to collect their child at 3:00pm the

procedure is as follows:

1. Call the school office on 9620 1301
2. Inform the school whom will be collecting your child.
3. Parent / Guardians will be required to collect and sign out the student from the front office.

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