



Montmorency Primary School

ONSITE SUPERVISION OF STUDENTS POLICY

Rationale

At all times when children are at Montmorency Primary School, they must have a safe and secure environment.

Implementation

- The class roll will be marked twice per day - once at the beginning of the day and once after lunch.
- Teachers have a responsibility to know where their children are at all times.
- When children leave their classroom they will travel in pairs or threes when going outside the building.
- Where a class needs to be split, a list of students should be supplied to the class teacher taking responsibility for the children, and a master list sent to the office.
- Outdoor classroom areas can be used by teachers. These should have a clear line of vision for the teacher.
- When working with children, Education Support (ES) staff and volunteers must be within line of sight of, or be able to refer to, a supervising teacher.
- ES staff and volunteers must refer incidents to a member of teaching staff as part of their duty of care.
- Children who are ill will be cared for in the sick bay until collection by a parent or carer can be arranged.
- Teachers will be rostered onto yard duty. The roster will have the following staff levels:
 - Before School (8:45 – 9:00 am) – One member of teaching staff
 - Morning Play and Lunchtime – One member of teaching staff and ES staff in defined areas
 - After School (3:30 – 3:45 pm) – One member of teaching staff
- At 3:45pm, children who have not been collected will be taken to the office. Office staff will make phone calls to clarify who is picking the child up. If parents are unable to be contacted or will be delayed in arriving at the school, children will be taken to the Out of School Hours Care (OSHC) program where they will be supervised until collection by a parent or carer.
- In the event of a missing child:
 - The Principal will be informed
 - Toilets and playgrounds will be checked
 - An announcement will be made for the child to come to the office
 - If the child cannot be located following a thorough search, then the procedures relating to *Unauthorised Student Departure from School* will be implemented (see below).

Unauthorised Student Departure from School

- Students must be signed out of the school if departing prior to dismissal time.
- A record of early departures must be completed for all students departing the school early and is to be kept in the Administration Office. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- When it has been established that a student has departed from the school without authorisation, the parent/guardian will be informed as soon as practicable (ie immediately following a search of the school-grounds).
- Where there is reasonable concern for the student's safety or the safety of others, prompt contact will be also be made with the police and the Department of Education and Training (DET) Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

Evaluation

This policy will be reviewed as part of our three-year review cycle.

This policy was last ratified by School Council on

31 October 2017