

# On-Site Student Supervision Policy

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**Purpose:** To establish the responsibilities of staff in relation to **on-site** student supervision.

To comply with Child Safe Standards in Ministerial Order 870

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**Scope:** Key Mentors

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**Implemented by:** Key Mentors & School Principal

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**Approved by:** KVS Board

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**Reviewed:** Every two years or as legislative changes arise or improvements are identified following any incidents

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**Communicated via:** KVS Website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual

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## Overview

At Koonwarra Village School we believe that every student has the right to experience a safe and secure school environment. All staff members at Koonwarra Village School have a Duty of Care for the children attending the school to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen. The school recognizes that greater measures may need to be taken for younger students and students with disabilities. Staff must take care to notice, take action and/or notify the School Principal of any circumstances in relation to the buildings or grounds that may cause injury or harm to any student. The following implementation guidelines are to inform staff about how to satisfy this responsibility.

## Implementation Guidelines:

- One Key Mentor will be outside and alert to playground activities before school from 8.20 am, during break times and after school until all students have been accounted for.
- Mentors with current First Aid qualifications will always be available during school hours.
- Safe play rules and school boundaries are established and agreed to by whole school agreements.
- During class-time, when children have completed their tasks they are free to be outdoors but within the class-time boundaries defined for their room.

## Supervision responsibilities include:

- Encourage students to keep the playground tidy.
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries.
- Reminding students of safe play rules agreed to by whole school agreements.
- Remind students of how to move in a safe manner in areas where collisions are more likely to occur.
- Encourage students to be aware of the time so they know when significant parts of the day (e.g. lunch time) start and finish and to respond quickly to the gong when classes resume after morning tea and lunchtime.
- Apply the Behaviour Management Policy when appropriate.
- Advise the School Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Ensure students play in an area that is appropriate for the weather conditions.
- Ensure all students wait inside the school grounds until they are picked-up at the end of the day.
- Ensure all students who walk home, leave the school grounds in a safe manner.

## Related Resources

*Behaviour Management Pathway*

*Guiding Principles*

*Emergency Management Plan*

## Related Policies

- Behaviour Management Policy
- Bullying and Harassment Policy
- Student Welfare Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Occupational Health and Safety Policy