

On-Site Student Supervision Policy

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

Scope: Key Mentors

Implemented by: Key Mentors

Approved by: KVS Board

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. The following implementation guidelines are to inform staff about how to satisfy this responsibility.

Implementation Guidelines

- One Key Mentor from each classroom will be outside and alert to playground activities before school, during break times and after school.
- A designated First Aid Officer will always be available during school hours.
- Safe play rules and school boundaries are established and agreed to at a Whole School Parliament.
- 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 children to keep the playground tidy.
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries.
- Reminding children of safe play rules agreed to at the Whole School Parliament.
- Remind children of how to move in a safe manner in areas where collisions are more likely to occur.

- Encourage children 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 Coordinator of any serious first aid or behaviour management events as soon as practicable after the event.
- Ensure children play in an area that is appropriate for the weather conditions.
- Ensure all children wait inside the school grounds until they are picked-up at the end of the day.
- Ensure all children who walk home, leave the school grounds in a safe manner.

Related Documentation

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