

POLICY



SUPERVISION



**This policy addresses issues in relation to:
Safe and Supportive Environment – Student Welfare 3.6.2**

The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

PURPOSE

Adequate supervision of students at school is a requirement of the school's duty of care. It is the aim of International Football School to provide adequate and appropriate supervision of students. The purpose of this policy is to ensure that proper duty of care is exercised in the supervision of students.

PROCEDURE

Supervision of students is the responsibility of **all** staff. A roster system is used to timetable staff members for supervision.

Supervision will include before school, breaks and after school. Parents will be informed regularly via the school handbook and the weekly e-letter that staff members are not rostered to be on supervision until 8am each morning. Parents are discouraged from sending their children to school before this time.

Parents will also be informed via the school handbook and email communication that staff members will not be rostered to undertake supervision after 4:15 pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. The supervising teacher and parents contacted will bring students still in or about the school after that time, to the school office.

Coaching Staff will supervise students staying after school for organised football matches. This is communicated to parents via email or phone call prior to the after school matches.

Duty Roster

The duty roster will require staff members to undertake supervision before school, for recess or lunchtime, or after school on specific days.

The Principal is responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

The roster will require a staff member on duty to be responsible for supervising a designated area of the school.

Casual Relief Teachers will be responsible for the supervision duty responsibilities of staff members they are replacing.

Staff on supervision must approach visitors or unknown people in the school, seeking clarification of their presence on school grounds i.e. ask their identity, reason for presence and direct them to the administration office to sign in. Alternatively, staff may use their mobile phone to seek assistance/advice from Management where appropriate.

Staff must commence duty supervision on time

Staff must ensure they are wearing a hi-vis vest on duty

Staff on supervision will carry a first aid kit.

Staff must ensure that there is one member on duty who is the last to leave the area of supervision and therefore ensuring that students are not left behind unsupervised.

Morning Duty and Routine

Students may arrive at school between 8am -8.45am to attend Breakfast Club in the school café. Students are to remain in the school café or move to the Tennis Courts for supervised games.

Supervision is not provided by International Football School before 8am. Students should not arrive before this time.

8.00 am

The Director of Sport or their delegate is to unlock the school toilets and the Staff Members on Duty commences supervision at the School Café and onsite tennis court.

8.45am – 9.20am

Students in K-6 are directed to the grass area directly out the front of Building 39/40. (Wembley). This is an enclosed play area for students.

Students place their bags inside of Building 39 or along the verandah of Building 39 depending on their designated area and get ready for their morning training sessions.

Students in Years 7 – 12 are directed to verandah's of Building 21, 25 & 27 to get ready for their morning academic session.

9.20 am

Staff Members on Duty directs all students to move carefully and quietly to their training point for roll call. Students in Years K - 6 will be collected by their Coach and accompanied to their designated training area.

Students in Kindergarten will be collected by their teacher.

Students in Years 7 – 12 will meet their teachers in their designated classrooms.

Attendance rolls are completed.

Supervision Ratios in the Open Learning Spaces, Football Development Program and Tennis Program

The Open Learning Spaces: 1: 25

Football Development Training Session: The group ratio is based on approx. 1:25

Tennis Development Training Session: The group ratio is based on approx. is 1:8

During an academic or training students, students are to be actively supervised within that context. Qualified Teachers and Qualified Coaches lead each session.

Shower Supervision

At the end of each training session, students are required to shower and change, preparing themselves for the start of the academic sessions. The following must be adhered to: -

Coaches to remain outside of shower area at all times.

Coaches to stay within shower vicinity ensuring students move in and out of the showers quickly.

Students are to use the toilets and shower.

Students are not to eat or drink whilst in the showering area.

After showering session, the Coach is to accompany their training group to the playground area and remain with their group until the teacher is on recess duty.

Assistant Coach to accompany students to school café for recess and remain with their group until the teacher is on recess duty.

11.25am

Students in Years 3-6 line up in their designated area near their classrooms.

Teachers meet the coaches with their classes for handover and accompany them into their classrooms.

Attendance is marked.

Kindergarten students will be with their teacher.

Rotating Lunch Times 12.00pm – 1.25pm (20 minutes)

Teachers should dismiss students promptly and escort students to the café for lunch.

Students line up quietly for lunch and sit down for lunch.

Students should remain seated whilst they are eating.

Play equipment is not allowed in the school café and is to be left in the classroom.

Morning/Afternoon Break

Class teachers accompany students in Years K – 6 to Wembley (Village Green 2) for supervised play.

Students in Year 7 -12 move to Village Green 1 for supervised free time.

Staff must commence duty supervision on time
Staff must ensure they are wearing a hi-vis vest on duty
Staff on supervision will carry a first aid kit.

End of Morning/Afternoon Break

Students should ensure that they get themselves toileted, washed and tidied up ready for the next session.

Students line up in their designated area near their classrooms.

Teachers meet their classes and accompany them into their classrooms.

Staff must ensure that there is one member on duty who is the last to leave the area of supervision and therefore ensuring that students are not left behind unsupervised

End of the School Day 4.05pm

Teachers should dismiss students promptly and escort students to Building 25 for Bus connections or to Building 40 which is the pick up zone.

The designated bus area is on the verandah, roadside, of Building 25. Students line up, sit down and wait for their bus to be called.

Students who are waiting to be picked up by parents wait outside Building 40 in the undercover area. A member of staff will supervise students.

Any student who is not picked up by 4.20pm is accompanied to the school office where a phone call to parents is made and the student remains.

Students who are waiting for an after school game are to be supervised on the verandah of Building 27 unless otherwise directed by their coach. The coach is to remain with the group of students actively supervising.

Access to toilets during the school day

Supervision by staff is not required for students going to the toilet however, students are encouraged to take a buddy.

Building 25: Students to seek permission from teacher to use toilets outside of building 25.

Building 27: Male students have access to toilets within the building.

Female students must seek permission from teacher to use toilet and to take a female buddy.

Building 28: Students to seek permission from teacher to use toilets inside of the building.

Building 39: Students to seek permission from teacher to use toilets inside of the building.

Building 40: Students to seek permission from teacher to use toilets outside of the building.

Building 21: Male students to seek permission from teacher to use toilets inside of the building.

Female students must seek permission from teacher to use toilets inside of the building and to be accompanied by a buddy.

Out of Bounds Areas

At the start of each term, students are given a walking tour of the premises with the teachers outlining out of bounds areas. Students are reminded of this throughout the term and it is published in the weekly e-letter and school handbook.

Whilst staff members are not required to supervise these out of bounds areas, staff should remain alert and observant to whether students enter out of bounds areas and address students appropriately.

Out of Bounds Areas include:-

All roads and car parks

Playing fields unless already specified

Road side of verandahs – unless specified

Café, Café toilets after school

Waterfall Café and Mount Penang Gardens

Supervision: Travelling on the School Bus During the School Day

Student entry and exit onto a bus is to be supervised by a member of staff. This can be the bus driver.

When travelling on the school bus to or from a venue during the school day supervision may consist of the following:-

Travelling on the 12/28 seater bus and for journeys less than 20 minutes, students can be supervised by the driver alone.

The driver is an employee of the school.

All passengers must remain seated and wear seat belts where available.

For journeys longer than 20 minutes on the 12/28 seater bus, it is recommended that another member of staff travels on the bus.

Travelling on the 57/70 Seater bus

Up to 2 members of staff, not including the bus driver, will be present on the school bus travelling with students.

The driver is an employee of the school.

All passengers must remain seated and wear seat belts where available.

Wet Weather Supervision

If it is raining:

Students in Stage 2/3 to remain on Verandah 39/40 (2 Members of Staff)

Students in Stage 5 to remain on Verandah 25 (1 Member of Staff)

Students in Stage 4 to remain on Verandah 21 (2 Member of Staff)

Students in Stage 6 to remain on Verandah 27 (1 Member of Staff)

Students in Kindergarten to remain on inside Building 28 (1 Member of Staff)

Supervision to be divided as necessary and staff to be notified in the morning of Wet Weather arrangements

Behaviour Management and Supervision

- Students who have been following the playground procedures may be praised explicitly.
- The rubbish of each student is to be either placed in the bins on the verandahs or taken home in his or her lunch box.
- Usual behaviour management procedures will apply

Dangerous/Rough Play:

The following behaviours are considered dangerous: tackling, tripping each other, jumping on each other, hitting or kicking each other. Students who are playing in this manner on the playground, must be asked to have a time out. If an incident of this nature is reportable, an incident report must be completed if necessary.

Incidents/Accidents

Staff Member of duty to follow first aid procedure where appropriate
Incident report must be completed.

Tennis Centre Gosford

Supervision is not provided by International Football School before 8.00am. Students should not arrive before this time. Students who arrive before this time must be supervised by their parent/carer until 8.00am.

Tennis Technical Director has current First Aid Certificate and access to First Aid Kit.

Shower Supervision

At the end of each training session, students are required to shower and change, preparing themselves for the start of the academic sessions. The following must be adhered to:-

Coaches to remain outside of shower area at all times.

Coaches to stay within shower vicinity ensuring students move in and out of the showers quickly.

Students are to use the toilets and shower.

Students must not eat or drink whilst in the showering area.

Use of toilets at Gosford Tennis Centre

Students must seek permission from Coach to use toilet and to take a buddy. Student must check back in with coach upon their return.

Students are transported to and from the Gosford Tennis Centre on the school bus.

Staff are required to follow Risk Management and Evacuation Procedures put in place by the centre.

School will have this information on file and staff are informed in regards to access of this

information.

Interactions with the Public and Other Businesses that share/use this site

1. A detailed map of identifying each business is displayed in each space.
2. Every business on site is aware that a school is present. The school share this site with a preschool, Sunnyfields and Options. There is awareness of the presence of children and people with special needs.
3. The buildings the school occupies are in direct vision of each other. Allowing for cross supervision throughout the school day.
4. Persons not known to the school community are to be questioned by members of staff as to their business on the site.
5. Children are regularly advised not to interact with adults that are not part of the school community. If children are concerned, they need to report directly to an adult.
6. All visitors to the school must sign in at the front office.
7. Students are not allowed out of class unless being actively supervised or with a buddy.
8. If a student must leave class/training for any reason, they are to be accompanied by a buddy seeking permission and checking in with the member of staff upon their return.
9. Clear communication between the school and CCRDC when maintenance staff is on-sight is imperative. This includes NAISDA with whom we are located in close proximity to.

RELATED DOCUMENTS

Duty of Care
Staff Code of conduct
Child Protection
Behaviour Management Policy

Date of Next Review: January 2017 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
4.0	Jan 2016	L. Roberts	Original document

POLICY SIGN OFF		
Staff Member Name:	Signature:	Date Signed: