

## POLICY



*Safe and Supportive Environment: Compliance*

### ***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. However, a roster system is used to timetable staff members for supervision when required.

Supervision will include before school, break times and after school. Parents will be informed regularly via the school handbook and e-communication 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 e-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 staff 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.

### **1. Duty Roster and Requirements**

The duty roster will require staff members to undertake supervision before school, during break times, or after school on specific days. The roster will require a staff member on duty to be responsible for supervising a designated area of the school.

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

Casual/Relief Teachers will be responsible for the supervision duty responsibilities of the staff member(s) they are replacing.

Staff on supervision duty 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.

In regards to supervision duty, staff must:

- commence their duty on time
- ensure they are wearing a hi-visibility vest
- carry a first aid kit
- ensure that there is one member on duty who is the last to leave the area of supervision, therefore ensuring that students are not left behind unsupervised.

## 2. Morning Duty and Routine

Students may arrive at school between 8.00am - 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 play.

Supervision is not provided by the School before 8.00am. Students should not arrive before this time.

Time	Routine
8.00am - 8.50am	The Director of Sport or their delegate is to unlock the school toilets and the Staff members on duty commence supervision at the School Café and onsite tennis court.
8.50am - 9.20am	Students in K-6 are directed to grassed area near the cafe. In times of rain the students are to remain in the cafe.  Students in 7-12 will be directed to the area on the Village Green 1 side of Building 25.
9.10-9.20am	Staff members on duty direct all students to move carefully and quietly to their appropriate training/academic area for roll call. Students in Kindergarten are collected by their teacher or authorised delegate.  Attendance rolls are completed by the Teachers/Coaches for Session 1.  Students in Years 7-12 get ready for their morning training session and are accompanied to their training area by their Coach.

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

The Open Learning Spaces: The group ratio is based on approx 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. 1 : 8\*

\*Ratios are used as a guide to ensure we have adequate staff supervising our students. There may be times when these ratios are adjusted to suit the situation.

During an academic or training session, students are to be actively supervised within that context.

#### **4. Shower Supervision, Recess and Handover**

At the end of each morning 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 and responsibly.
- Students are to use the toilets and shower.
- Students are not to eat or drink whilst in the showering area.
- Students in K-2 are not allowed to use the showers or enter the shower area.

After the showering session, the Coach is to supervise their training group for Crunch&Sip/ Recess duty on the verandah of their respective classrooms until 11:25am.

At 11.25am, teachers meet the coaches with their classes for handover and accompany them into their classrooms after attendance is marked.

#### **5. Rotating Lunch Times 11.30pm – 1.30pm (20 minutes for each Stage)**

At the appropriate lunch time, teachers should dismiss their students promptly and escort students to the café for lunch. Students are to line up quietly for lunch until they are invited into the cafe and they are to sit down. Students should remain seated whilst they are inside the cafe, unless getting food/drink or clearing their dishes.

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

#### **6. Morning/Afternoon Break**

Class teachers accompany students in Years K-6 to Village Green 1 or Village Green 2 (or to an appropriate area) for supervised play.

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

In regards to supervision duty during breaks, staff must:

- commence their duty on time
- ensure they are wearing a hi-visibility vest
- carry a first aid kit
- Be mindful that K-2 students play appropriately especially when integrated with groups of older students

#### **7. End of Morning/Afternoon Break**

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

Students line up in their designated areas near their classrooms.

Teachers meet their classes, mark attendance and accompany the students into their classrooms.

In regards to supervision duty during breaks, 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.

#### **8. End of the School Day 4.00pm**

Teachers should dismiss students promptly and escort students to Building 25 for Bus connections or to the pick up zone near Cafeteria. K-2 students will move to the pick up or bus areas as a group under the direct supervision of a member of staff.

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 at the pick up zone near the Cafeteria. A member of staff will supervise students.

Any student who is not picked up by 4.15pm 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 actively supervise the group of students.

## **9. Access to toilets during the school day.**

Building 21: Students to seek permission from Teacher to use toilets outside of the building.

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 the toilet at Building 25 and to take a female buddy.

Building 28: Kindergarten students to seek permission from Teacher to use toilets inside of the building.

Building 39: Stage 1 students students to seek permission from Teacher to use toilets outside of the building.

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

## **10. 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 School Handbook.

Whilst staff members are not required to supervise these out of bounds areas, staff should remain alert and observant as 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 otherwise specified
- Road side of verandahs, unless otherwise specified
- The café and café toilets after school, unless otherwise specified
- Waterfall Café and Mount Penang Gardens

## **11. 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 buses to or from a venue during the School day, supervision may consist of the following:

- For journeys less than 20 minutes when travelling on the 12/28 seater buses, 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. When travelling on the smaller bus with students in K-2 a teacher will also travel on the bus.
- For journeys longer than 20 minutes when travelling on the 12/28 seater bus, it is recommended that another member of staff, other than the bus driver, travels on the bus to supervise students. The driver is an employee of the school.  
All passengers must remain seated and wear seat belts where available.
- When travelling on the 57/70 seater bus, up to 2 members of staff, not including the bus driver, are required to 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.
- Years K-2 students will have a recommended supervision ratio of 1 member of staff to 22 students whilst on the bus.

## **12. Wet Weather Supervision**

During wet weather:

- Students in Kindergarten are to remain inside Building 28  
1 Member of Staff on Duty
- Students in Stage 1 are to remain inside Building 30  
1 Member of Staff on Duty
- Students in Stage 2/3 are to remain on the Verandahs of Buildings 39/40  
2 Members of Staff on Duty
- Students in Stage 4 are to remain on the Verandah of Building 21  
2 Member of Staff on Duty
- Students in Stage 5 are to remain on the Verandah of Building 25  
1 Member of Staff on Duty
- Students in Stage 6 are to remain on the Verandah of Building 27  
1 Member of Staff on Duty

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

## **13. 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 provided or taken home in his or her lunch box.
- Usual behaviour management policies and procedures apply.

### **13.1. 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 at School must be asked to have a time out. If an incident of this nature is reportable, an incident report must be completed.

### **13.2. Incidents/Accidents**

The Staff member on duty is required to follow first aid procedures. Where appropriate, an Incident Report must be completed.

#### **14. Gosford Tennis Centre**

Supervision is not provided by the School outside of normal sessions times. Students should not arrive before these times. Students who arrive before this time must be supervised by their parent/carer until staff have arrived.

The Head of Tennis and Tennis Coaching staff have a current First Aid Certificate and access to First Aid Kit.

##### **14.1. Shower Supervision at Gosford Tennis Centre**

At the end of each morning 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 and responsibly.
- Students are to use the toilets and shower.
- Students are not to eat or drink whilst in the showering area.

##### **14.2. Use of toilets at Gosford Tennis Centre**

Students must seek permission from the Coach to use the toilet and must take a buddy. Student must check back in with the 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.

#### **15. Interactions with the Public and Other Businesses that share/use the School site**

- A detailed map identifying each business is displayed in each space.
- Every business on site is aware that a School is present. The School shares this site with a pre-school, Sunnyfields and Options. There is awareness of the presence of children and people with special needs on the site.
- The buildings the School occupies are in direct vision of each other. Allowing for cross supervision throughout the school day.
- Persons not known to the school community are to be questioned by members of staff as to their business on the site.
- 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.
- All visitors to the School must sign in at the front office.
- Students are not allowed out of class unless being actively supervised or with a buddy. Students in K-2 must be accompanied by a member of staff if it is necessary for them to leave the classroom unless they are visible from the classroom at all times.
- If a student must leave class/training for any reason, they are to seek permission, be accompanied by a buddy and check in with the member of staff upon their return.
- Clear communication between the School and CCRDC when maintenance staff are on-site 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
4.1	Oct 2016	M. Trew	Formatting Updates
4.2	Feb 2017	U. Grassano	Updates to reflect changed school forms
4.3	May 2017	P. Chapman	Updates to reflect correct ratio guides.
4.4	May 2017	P. Chapman	Additional changes to reflect updated changes.