



BEAUMONT ROAD PUBLIC SCHOOL SCHOOL SUPERVISION POLICY Updated and revised, 2011



Beaumont Road Public School's Care and Supervision Policy has been written within the framework of the Department of Education and Training's policy statements Care and Supervision of Students (97/165 - S.156), Excursions and Other Visits (97/137 - S.129) and Guidelines for Bushwalking (97/205 - S.191).

STATEMENT

Ensuring the protection, safety and welfare of each student at Beaumont Road P.S. is of vital importance in helping create an effective learning environment. This view is endorsed by the Beaumont Road school community.

DUTY OF CARE

Duty of care is the duty to take reasonable care to protect students against risks of injury. Duty of care also includes the prevention of a student injuring other students or members of the public and protecting students from physical, sexual and emotional abuse and from improper conduct of a sexual nature by staff.

Beaumont Road school staff accept their duty of care responsibility to all students. This duty is exercised by school staff during school hours, and before and after school hours when students are in the school's care and the school has assumed responsibility for and supervision of students.

SUPERVISION PLAN

Beaumont Road has a supervision plan that incorporates the following features:

- effective supervision of students at all times throughout the day, with arrangements for recess and lunch breaks, during teaching and learning activities, before and after school, and when children go to the office, toilet, library, canteen, etc.
- direct supervision of fixed playground equipment at all times when in use
- active supervision of students at non-school locations, including sport, excursions, camps and other activities organised by the school, with particular care to be exercised when students are crossing roads, are near water and when students are travelling by bus
- an annual review process and endorsement by the School Council.

CURRICULUM SUPPORT

The school will monitor, review and implement curriculum materials designed to promote student safety, where appropriate, e.g. *Safer Routes To School Program*.

STAFF TRAINING – EMERGENCY CARE AND CPR

All staff will be involved in an annual training and accreditation program to ensure the school has appropriately trained staff in emergency care and CPR.

Students on excursions involving swimming or water based activities or overnight stays will be accompanied by a staff member who holds a current certificate in cardio-pulmonary resuscitation and emergency care.

All other excursions and sporting activities will be attended by a member of staff who has undertaken emergency care training.

Where it is considered necessary, the site of the proposed excursion should be assessed beforehand to identify potential problems or dangers and to determine the level of supervision necessary to avoid the risk of injury.

PLAYGROUND ROSTER

Teachers are rostered for playground duty before school from 8.30am, at recess, at lunchtime and for bus duty after school. Students are requested to report any difficulties they may encounter in the playground to the teacher on playground duty. Teachers are to identify and report in the Playground Log any situation in which students may encounter possible injury or risk.

PLAYGROUND ROSTER TIMES

8.30am	Teacher on duty in playground
9.00am	Commencement of classes
11.00am	Recess – teacher on duty in playground
11.30am	End of Recess
1.00pm	Lunch – lunch area supervised
1.20	Playground and fixed equipment supervised
1.45pm	End of Lunch
3.00pm	Dismissal
3.00 - 3.30pm	Bus Duty

DISMISSAL

Students are dismissed at 3pm and are collected by parents within the school grounds or at the gate, walk home or attend After School Care. Special organisation is in place for the few children who travel to/from school by bus. Children are advised at regular intervals of safety whilst travelling to and from school and of their responsibility to behave in appropriate ways to ensure their own safety and that of other students.

LATE ARRIVAL/EARLY DEPARTURE OF STUDENTS

Parents must report to the office if their child is late to school or if they wish to take their child from school earlier than the prescribed time. A note is given to the parent for the class teacher, in order to ensure the safe delivery of each child to the correct carer and also to enable the partial/absence to be recorded in the roll.

Parents are notified if children are ill or injured at school. The child is supervised in Sick Bay until the parent arrives.

MEDICATION

When students are required to take medication, parents are requested to sign a Deed of Indemnity. Only the school First Aid Officer may give medication to students. Parents may, after informing the Principal, administer medication during the day but children may not self-medicate.

SCHOOL RULES

Include a Be Safe component.

These state :

Be Prompt

- * Obey the bells : Toilet bell - Go to the toilet, wash hands and have a drink.
- * All other bells - Line up in the appropriate place immediately.
- * Remain at the lunch seats until the teacher on duty dismisses you.

Be Safe

- * Know the In-bounds areas and stay inside them. Only go into classrooms, Library or Computer Room when a teacher is there. Hat rooms and verandahs are out of bounds
- * Wear your school hat - no hat, no play policy applies
- * Play without fighting, pushing or being rough
- * Be kind to one another
- * Walk on the cement - don't run
- * Don't play or eat in or near the toilets
- * Leave the canteen as soon as you have purchased your food
- * Use equipment safely and at the right time
- * Leave sticks on the ground
- * Don't climb trees
- * Only monitors are allowed in the Sports shed
- * Leave valuables and toys at home unless you are bringing them for News