BEFORE AND AFTER SCHOOL HOURS
SUPERVISION POLICY

INTRODUCTION
It is crucial that every school and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

PURPOSE
The purpose of this policy is to clarify the responsibilities of the Principal; Executive and Teachers at West Ryde PS in regard to the supervision of students within school grounds during a normal school day.

DUTY OF CARE
The duty of care owed by the Department through its staff to students arises directly from the special relationship between teachers and students. It derives from the fact that students up to the age of fifteen years are required by law to attend school and parents are required by law to send them to school.

The duty of care is a duty to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all the circumstances are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.
This duty of care will arise whenever a teacher/student relationship exists. In the instance of playground supervision, the following apply regarding this duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s care from risk of harm that the teacher should have reasonably foreseen. This requires not only protection from known hazards, but also protection from those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities. Generally speaking, the less experienced the student, the higher the standard of care.
- The school principal is responsible for making and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.
- A teacher’s duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties eg. if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL
Supervision of students commences at 8.30am daily. It concludes at 3.10pm for students being collected directly by parents and when the last bus departs, that is, approximately 3.30pm for students travelling home by bus or who are using the Kiss and Ride program.

At all times outside of these hours no supervision will be provided and no responsibility will be taken by the school for any consequences of the activities of pupils.

Please assist the school, in the interests of the pupils safety, by ensuring that your child or children do not attend or remain in the precincts of the school outside these hours. Special arrangements will be made however during authorized school activities, which require the attendance of students at school outside these hours. The school will not be responsible for supervising students outside the school premises except when they are engaged in a school activity such as for example a sporting event or excursion. The school will not be responsible for supervising students on their journey to and from school or responsible for supervising students at bus stops on their way to or from school. Each students journey to and from school is the responsibility of each student’s parents or guardians.
BEFORE AND AFTER SCHOOL PROCEDURES

In the interest of West Ryde PS student safety we insist that the following procedures be observed before and after school:

- Parents bringing or collecting children by car are to use the Endeavour St; Mons Ave or Bennett Street entrances. Parents are requested not to park in the school carpark area but park outside the school grounds and walk into the school to collect/drop off their child/children. When parking in Mons Ave please park on the school side so children do not cross the road. Please do use the Kiss and Ride facility on Mons Ave. This is for drop off only.
- The Endeavour Street entrance is for students traveling to and from school by bus. This is to ensure student safety and school security.
- If students arrive before 8.30am they are to forward immediately to the seats outside of the library stairs and remain seated until a teacher is present on duty. No ball games of any kind are permitted. Please note that there is no supervision until 8.30am.
- In the afternoon parents who pick up their child/children are requested to collect them outside the classroom area at 3.00pm.
- Students are not permitted to wait in Bennett Street; Endeavour Street; Mons Ave; or any other adjacent Streets or leave the school grounds unless accompanied by parent or guardian.
- Only children whose parents have registered for Kiss and Ride should be at the Mons Avenue entrance supervised at all times by a staff member.
- Any students at school who have not been collected promptly by their parents or caregivers will be escorted to the School Office and parents/guardians will be contacted.
- Students going home by bus are instructed to move to the Endeavour Street entrance and wait in their bus lines inside the school grounds supervised by a staff member until their bus departs.

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