SUPERVISION OF STUDENTS

DUTY

Roles and Responsibilities

- A Duty roster is distributed to all staff by the Principal or delegated staff member at the beginning each school term.
- Duties referred to in this procedural document include: Recess time: 45mins (10:45 – 11:30am), Lunch time: 45mins (1:15-2pm), Taxi Duty (8:30-9:15am & 3:15-3:30pm).
- Before entering duty, a teacher should have collected the Duty Incident Register from the Administration Office.
- When supervising students as part of a staff member’s ‘Duty’ responsibility during ‘break times’, they are required as part of their role to ensure the following:
  1. Students must be seated for the first 15minutes of recess and lunchtime to eat their food (regardless of whether they have finished early).
  2. Teachers should carry with them the Duty Incident Register at all times to record incidences in the playground or inside during break times.
  3. Any student whose behaviour results in them needing to be guided inside must:
     a. be accompanied and supervised by an adult.
     b. classroom doors must remain open and another adult be informed of the situation if potentially there is a one-to-one situation.
- Staff are expected to remain mobile, vigilant, and aware of individual and group activities including the breadth of coverage required i.e. kitchen during first 15mins of recess and lunch. A teacher must be supervising kitchen use.
- Staff are expected to be aware of students that are currently under supervision i.e. on a behaviour contract, with the teacher responsible for the student listing this on the Teacher Resource Room whiteboard.
• Staff should ensure that students clean up after themselves.
• Students are expected to line-up before entering the school building after break-times have concluded.

CLASSROOM

Roles and Responsibilities: Teachers and Teacher Aides are…

• Expected to be in their classrooms if one or more students is in the room.
• To ensure that students are not accessing the internet without direct supervision (where possible screens should be viewed all at once by the teacher or other adult in the room).
• Expected to formulate a class charter or equivalent with students which communicates expected standards of behaviour and care when using the classroom and/or when working with others.
• Required to directly supervise scientific experiments or activities requiring the use of implements or items that could be used in a dangerous manner.
• Expected to know students ‘triggers’ insofar as that any context by which a stimulus may trigger a student’s inappropriate behaviour must be directly supervised and managed to minimise risk to self or others.
• Required to adhere to appropriate ratios for school-based activities whether on or off-site.
• Expected to encourage students to go to the toilet at break-times and not more than one student at a time. Teachers should be aware of any ‘toileting’ issues associated with students and whether supervision by another adult is required.
• Where possible, to not be alone in a room with a student without informing another adult of the reason.
• Expected to call for support if a child needs to be guided from a classroom and to supervise a class while the teacher transfers the child to another support person, or to help students leave the classroom during any situation that might put them at risk of harm by another student.

Last update: 14 May 2013