

DSM Policy

On Site Supervision of Students

Rationale

The Deutsche Schule Melbourne – A German English Bilingual School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different learning abilities, interest and needs. Adequate supervision of students on the school premises is a requirement of the school's duty of care.

Principles

The school will ensure each student's safety by providing adequate supervision. Reference is also made to the school's Welfare Policy.

Goals

- To provide adequate and appropriate supervision of students.
- To provide a safe and secure environment for our students, staff and resources.

Strategies

Supervision of students is the responsibility of all staff.

School supervision during breaks

- Students will not be left unattended in the school at morning playtime or lunch playtime.
- For supervision purposes, a roster system will be used to timetable staff members.
- A designated teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- Supervision will include before school, recess, lunch breaks and after school.

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- Supervision may occur inside or outside depending on the weather or other requirements. The location of supervision will be determined by the teacher on duty.
- Parents will be informed that staff members are not required to be on duty supervision at the school until 8.45 am each morning. Parents are discouraged from sending their children to school before this time.
- Parents will also be informed that staff members will not be rostered to undertake yard supervision after 3.45 pm each day. Parents are required to make sure that their children have been collected, have left the school grounds or are in care of any after school care services that may be provided. Students still in or about the school yard after 3.45 pm will be brought to the school office by the supervising teacher and their parents will be contacted.
- Supervision of students undertaking specific extra-curricular activities will begin at 3.45 pm. Children not participating in these activities must be collected by their parents as supervision is unable to be provided.
- Casual relief teachers will be responsible for the duty supervision responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their supervision obligations due to appointments or excursions etc are required to either swap with another staff member, or to discuss the matter with the coordinating teacher in advance of their duty.
- Staff on yard supervision must approach intruders or unknown people in the yard, and/or call for assistance.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.

Supervision when using shared adjacent facilities

- Given the close proximity of our facility to other parts of the site, access to other parts of the site will be restricted to occur only when directly supervised by a staff member from the Deutsche Schule Melbourne with a Working with Children Check. The shared facilities include the hall, the canteen and the large toilet block.
- Gates and doors accessing adjacent parts of the site will remain locked unless opened by a staff member of DSM to access shared facilities. Gates/doors will be locked after leaving and upon return to the DSM.

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- Use of the shared facilities, including the hall or canteen, will occur only under supervision of a staff member and according to a strict schedule of use agreed with the Landlord.

Supervision when using toilets

- The school has toilet facilities within the area that it leases. This area is not accessible to the public.
- The facilities are suitable for large numbers of students and include a unisex toilet for handicapped students. Teachers and staff working at the school will use the handicapped toilets.
- Toileting is incorporated into the school routine, with visits immediately prior to play time and lunch time. Students are allowed to visit the toilets in groups of two during class time or in breaks.

Revised, November 2011