

Supervision Policy and Guidelines



Overview

Kamaroi Rudolf Steiner School and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that Kamaroi Rudolf Steiner School meets its duty of care obligations. Teachers and staff have a duty to provide effective supervision of students, during the teaching/learning process, within the normal school environment and when students are participating in school activities organised outside the school environment. A school activity is an activity approved by the Principal.

Policy

Kamaroi Rudolf Steiner School is committed to providing a safe environment for all our students when they are in the care of the school. It is our policy that Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:

- their age, skill and experience;
- any physical and/or intellectual impairments;
- existing medical conditions;
- known behavioural characteristics;
- the nature of activities being undertaken and hazards

Supervising staff will receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to our [First Aid Policy](#))

Accidents and incidents are promptly dealt with through appropriate treatment and/or intervention

Material accidents and incidents are recorded and action implemented where required (policies relating to [reporting of safety hazards](#) and [capturing records of student injuries](#) are available from the school office).

Kamaroi Rudolf Steiner School is also committed to providing a safe environment for all our students.

It is our policy that:

- Playgrounds are regularly inspected for potential safety hazards and suitably maintained;
- Playgrounds are supervised by staff immediately before and after school, during recess and lunch;
- First aid facilities are readily available at all times; and
- Student injuries and any near misses are recorded and notified to the School's Principal

Supervision Policy & Guidelines

Kamaroi Rudolf Steiner School has developed the following guidelines with respect to supervision:

Parents should be informed in writing, at least once each term, of school starting and finishing times and of the nature and period of supervision provided before and after these times.

They should also be informed that the school cannot accept any responsibility for the safety of children outside the hours of the supervision provided.

Parental consent should be provided for any request by students to leave early. (Refer to our [Attendance Policy](#))

Teachers must adequately communicate the expectations of the school regarding student behaviour, to both students and parents. (Refer to our [Student Behaviour Management Policy](#))

School rules should be enforced and repeated reminders given to students. This is particularly so in relation to areas which are out of bounds.

Any dangerous activity should be immediately stopped.

Any dangerous objects should be immediately confiscated.

School rules relating to travel to and from school e.g. by bus should be clearly understood by students and communicated to parents.

In the event an accident occurs and a student is injured, supervising staff should follow the procedures as set out in our [First Aid Policy](#)

Classrooms

Teachers are responsible for the supervision of their students in their classrooms and in particular should be vigilant to ensure:

- Adequate age appropriate supervision having regard to the nature of the activities being undertaken;
- Type and nature of activity
- Age and maturity of students
- Climatic conditions
- Emergency situations
- Number of teachers required.
- Supervision plans will make provision for:
 - Student travel
 - Alternative duty rosters for covering absentees, wet weather, critical incidents.
 - Proper use of any equipment

Playground Supervision

Playgrounds are supervised by staff immediately before and after school, during recess and lunch.

Before & After School Supervision

Whilst the school is committed to ensuring student safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school.

As a general rule Kamaroi Rudolf Steiner School provides limited supervision for approximately 30mins before and after school.

Where school activities (such as a music lesson) are arranged before or after school appropriate supervision will be provided for attending students depending on the time and location of the activity.

Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

Early Room

There is an Early Room duty from 8am each school day. If needed children may be dropped off to the allocated room roster located outside class 3 and the Library and are to stay seated and play calmly until 8:30am at which time the play bell will ring and the early room duty teacher will continue supervising in the playground until 8:55 when the bell rings for the beginning of lessons.

After School Care

We have negotiated an option for parents to use the after school care facility at neighboring Covenant Christian School. This service is run by Extend, an external before and after school care provider, and will be available to Kamaroi families every day.

Children will join the Covenant Christian bus line and walk to the bus stop with the teacher on duty. They should then be handed over to Extend staff in the after school care room located in Block B, down through the amphitheater from the bus stop. There is an exit to Bundaleer Street directly in front of the after school care room. Please note children in after school care are not allowed to use the computers.

School Bell Times

- 8:30am - Before school Play - Teacher on duty from 830
- 8.55am - Warning bell rung to prepare children for prompt entry into class at 9.00am
- 9:00am - Classes begin
- 10:55am - Morning tea eating time
- 11:05 am - Morning tea play
- 11.25am - Warning bell rung to prepare children for prompt entry into class
- 11:30 am - Classes resume
- 12:50pm - Lunch eating time
- 1:00 pm - Lunch play time
- 1.30 pm - Warning bell rung to prepare children for prompt entry into class at 1.35
- 1:35 pm - Classes resume
- 2:55 pm - Home time

For further information regarding Supervision, please contact the School Office.