

**Timboon P-12 School
Supervision**

POLICY 3.21

PREAMBLE

For the purpose of this policy Supervision includes, Yard, Cafeteria and Bus duty.

1.0 PURPOSE OF POLICY

- 1.1 To ensure that students are supervised outside of class time in accordance with DEECD regulations.

2.0 PRINCIPLES

- 2.1 All teachers with the exception of the Librarians should be rostered for supervision duty as per schedules.
- 2.2 Where possible provision, in the form of lessened supervision duty, will be made for teachers taking on voluntary activities such as lunchtime tutorials

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 The **Supervision Roster** is to be prepared by the first day of student attendance.
- 3.2 The member of staff responsible for preparing the **Supervision Roster** will ensure that the roster provides the agreed supervision coverage and is equitably shared among staff.
- 3.3 Teachers on yard duty supervision at the P-6 site will carry **Medical Alert** emergency packs and an **Incident Book** with them.
- 3.4 In the event of an injury occurring during a recess period the teacher performing yard duty will complete an **Injury report** and forward it to the Principal. In the event that a parent is not contacted the **Injury Report to Parents** section will be completed and forwarded to the parent with the injured student.