

Broadmeadows Valley Primary School Student Supervision Staff Guidelines 2017

Before school and end of recess and lunch

- PLT's are required to be providing adequate teacher supervision of students within the Learning Neighbourhoods from 8:50am. Doors should be unlocked and accessible from this time on Thursday and Friday and iFIT will run Monday to Wednesday with outdoor supervision in place at this time.
- ESO's need to be on duty in their affiliated Learning Neighbourhoods or designated work space at the commencement of their working day
- Staff assume the responsibility at the beginning of the day to ensure that the learning space is both safe and secure and also visually engaging with adequate preparation given to the provision of seating, tables and access to learning materials/resources
- All designated staff need to be within the Learning Neighbourhood when the 'come in' music concludes at 9:00am Monday to Friday.

Removing Students from LN's with three or four dots

- During instruction time the supervision of students within the Learning Neighbourhoods remain the responsibility of the Learning Group teacher at any given time including the movement of students with three dots within the learning spaces
- Students that have received 3 dots as part of the schools formal developmental management process are to be escorted by the staff member issuing the third dot to the most convenient and logical Learning Neighbourhood to serve their 'time away'
- Students that have been removed need to be 'handed over' to a senior staff member or preferably the Learning Neighbourhood Leader and then placed in a comfortable, visible and convenient position within the Learning Neighbourhood for the intended period of time
- The nominated teacher will then assume responsibility for supervising the student until such time that they are either collected by the issuing staff member, or appropriate arrangements have been made to have the students escorted back into their Learning Neighbourhood and returned to their group
- At the conclusion of the students time away, the issuing staff member has a responsibility to repatriate the student back into their learning space and appropriate discussion between the student and teacher around the behaviour should in turn follow
- Please refer to the BVPS Developmental Management Process chart for further clarification on the progression of responses

Discrete Learning Spaces

- Students working within any of the detached or small group learning spaces within the learning neighbourhood proper are to be supervised by the delegated member of staff charged with the initial responsibility of monitoring that student's engagement
- Regular mutually engaging interaction between student and staff member is also required

During Instruction

- Staff are required to engage and monitor the participation of all students within their allocated Learning Group
- Staff are required to implement the agreed whole school Student Developmental Management Process with attention to both positive and negative action and consequence
- Any incident of students that leave the Learning Group with dissent and without approval should be reported immediately to the Learning Neighbourhood Leader or senior staff member within the learning space
- Any student that absconds from the Learning Neighbourhood proper with dissent and without staff approval should be reported directly to the Learning Neighbourhood Leader and then to a Principal Class Officer or the Student Wellbeing Officer

- The Learning Neighbourhood Leader is responsible for ensuring that the learning need of students presenting with a formal ILP, BMP or AMP are articulated to all members of staff with the Learning Neighbourhood or relevant specialist and CRT's
- Staff have a responsibility to inform themselves of the particulars specific to the needs of a student presenting with either a ILP, BMP or AMP

Outdoor Learning

- Staff are encouraged to use the outdoor learning areas available with the Dimboola road precinct as a place of learning for students in their groups at appropriate times
- Students and staff are required to adhere to the same Sun Smart rules as they would at recess and lunch time during terms 1 and 4
- Staff are required to have an increased level of vigilance in outdoor learning spaces
- Visual and audible contact is essential with students in LN1 and LN2 with students in LN3 allowed to participate in self-directed learning activities situated around the immediate confines of the four main school buildings

Local Excursions

- Students may participate in locally based out of school experiences situated within a **3km radius** of the school grounds without written parental approval. Considered attempts to notify parents of this upcoming experience is however required
- Students may not travel on a bus, car or any other form of transport other than by foot without the explicit written authorisation from a parent or guardian
- Approval for locally based out of school ground experiences **must** be applied for in line with agreed school processes for Future Event Approval available on SharePoint
- Staff/student ratio's for locally based out of school experiences are to be within 1:10 or 2:30. At least one qualified, registered and appropriately deployed teacher is required to supervise any excursion of this kind

Toilet access for students

- PLT's are required to determine, implement and monitor age appropriate processes for student toilet access during the course of the instruction period

Student Computer Access

- All staff shall be responsible for monitoring and notifying the Learning Neighbourhood Leader of any inappropriate material so that access can be blocked and action can be taken in line with the school Appropriate Use of ICT policy and Guidelines for Students

Yard Supervision

- Supervision of students is the responsibility of all staff
- A roster system will be used to timetable staff members for yard supervision
- A teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members
- Yard supervision will include before school, recess and lunch breaks, and after school
- Parents will be informed regularly via the newsletter that staff members are not rostered to take yard duty until 8:45am each morning. Parents are discouraged from sending their children to school before this time
- Parents will also be informed via the newsletter that staff members will not be rostered to undertake yard supervision after 3:30pm each day. Parents are required to make sure that their children have been collected or have left the school grounds by this time. Students still in or about the school yard after that time will be brought to the school office by the supervising teacher and parents contacted
- The yard supervision roster will basically require staff members to undertake yard duty either before school or after school, for half of recess and half of lunchtime on a specific day
- The timetable will require a minimum of three teaching staff members on duty at any one time, each responsible for supervising a designated area of the school (Johnstone, Dimboola and Central)

- All staff members on yard duty are expected to be on duty in the designated areas at the commencement of their duty time
- Yard duty staff members will be provided with a bum bag containing basic first aid supplies; and a clear plastic pocket containing yard duty raffle tickets, a map of the zones, a timetable, First Aid passes, guideline teacher response statements, a pen and Time Away tickets
- The office staff will be responsible for replenishing the supplies in the Yard Duty kits.
- In addition, Level 2 first aid trained staff members will be responsible for the supervision of the first aid room during recess and lunch times
- Yard duty staff members will keep a record of individual student behaviour in line with agreed school processes and with adherence to guideline response statements
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or additional replacements to be determined and informed by the yard duty coordinator
- The BVPS Daily Organiser will be responsible for coordinating staff deployment within the yard duty roster.
- Students are not permitted within the Learning Neighbourhood without the explicit knowledge and supervision of a staff member
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher and yard duty coordinator
- When a whole Learning Neighbourhood excursion has been planned for part of or a whole day alternate arrangements for duty and play space will be negotiated and published on SharePoint
- Staff are required to adhere to Sun Smart policy guidelines in terms 1 and 4
- Staff on yard supervision must approach intruders or unknown people in the yard, or seek assistance
- Inclement Weather: When students are required to participate in recess or lunch breaks indoors due to the weather, staff supervision will occur in each Learning Neighbourhood. The BVPS Daily Organiser will be responsible for coordinating staff deployment within the wet day timetable roster.

End of the School Day

- Students are to be dismissed by the supervising teacher, in an orderly fashion only upon hearing the school bell at 3:15pm