

Kincumber High School Supervision Policy

“calm, quiet, friendly and persistent”

*Student welfare and safety is the concern of every member of staff.
In its widest context it covers the safety of all students in our care, their emotional,
social and intellectual wellbeing as well as their conduct and behaviour.*

PREFACE

This policy supports the key accountability of the School Principal to develop and implement a plan to provide care and supervision of students. It recognises teachers' duty of care to students and past custom and practice. It also recognises that the Principal and teachers are in the best position to identify reasonably foreseeable risks and put in place arrangements which are reasonable to protect students against injury.

The plan takes into account factors relevant to our school site including: the age, number and nature of students; the school operating hours and transport arrangements; the layout and terrain of the school buildings and grounds; the activities being undertaken; emergency situations; potential hazards; as well as the duties and workload of individual teachers. Special arrangements apply in relation to school activities such as excursions and sporting activities conducted outside the school grounds.

SECTION 1: BEFORE SCHOOL

Supervision of students in the playground from 7:45 – 8:15am is the responsibility of the senior school executive along with the (informal) assistance of teaching staff as they move about the school prior to roll call in the playground and/or buildings where students are present.

In the event of a concern:

- Students are asked to report any problems to the nearest available staff member or to a member of the senior executive, one of whom will be available in the administration office.
- Any student needing to make urgent contact with their parent or requiring First Aid is to report to the front office.

SECTION 2: ROLL CALL

*The bell sounds at 8:15 am each day indicating that staff and students move to their roll call areas.
The marking of rolls is the responsibility of the assigned roll call teacher*

- All rolls are to be marked on Millennium.
- Students will be accepted into their roll class from 8.15 am - 8.25 am
- Casual teachers will mark rolls manually (paper) and returned to the front office.
- Year assembly rolls will be marked manually (paper) and returned to the front office.
- Students arriving after 8.25 am must be directed to the front office staff for signing in.
- Students who appear in class but are absent on Millennium class roll, must be sent immediately to the front office for signing in.



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SECTION 3: PLAYGROUND

Students are supervised as they move from one class to the next on an informal basis. All staff share this responsibility and are expected to respond appropriately if they identify any foreseeable risks to student safety.

Students are to remain in the school grounds unless they have a passout.

The Playground is supervised on a rostered basis during both breaks each day. Seven teachers and one Head Teacher supervise the following 6 areas. The HT on Duty is responsible for 'checking in' with all staff on duty, 'chasing up' when necessary and supporting playground duty teachers. All playground incidents are to be referred to the Head Teacher on duty for that day. Staff are to take supplied KLA rubbish tongs on duty, to assist in playground cleanliness.

| | Area | Responsibilities |
|---|--|---|
| 1 | Canteen 1 (TAS Side) | <ul style="list-style-type: none"> Arrive promptly to ensure lines are orderly & keep students behind coloured line, except for those being served Ensure other students don't congregate near lines, push in or intimidate those in line CANTEEN 1- monitor ART toilets & car park access gate CANTEEN 2- monitor Hall toilets (SENIORS only) & Admin access |
| 2 | Canteen 2 (Hall Side) | |
| 3 | Quad Lower & upper area from Hall steps to Music/Lower F Block entry Lower F Block in wet weather | <ul style="list-style-type: none"> Active supervision of handball. Other active games not permitted e.g. throwing / kicking footballs, playing cricket Move regularly around the area ensuring students use rubbish bins Monitor lower F toilet block near Music. |
| 4 | HASTIE & Top Walkway | <ul style="list-style-type: none"> Active supervision of seated areas, moving regularly around the area ensuring students use rubbish bins Monitor toilets near Art Block & OOB areas between Art & Textiles & I.A courtyard Rove top walkway from Art to Science via Textiles |
| 5 | F Block Corridors to Library and Demountables Upper F Block in Wet Weather | <ul style="list-style-type: none"> Students should only be 'in transit' to see a teacher, visit library or Koori Cultural Centre Rove the corridors, monitor OOB areas in F block and around demountables, ensuring students are not congregating or running Monitor Top F block toilets near Science |
| 6 | Playing Fields 1 Flagpole to front of Music Block, via Hall walkway and bank & main field | <ul style="list-style-type: none"> Monitoring student activity & games Ensure students are using rubbish bins Be observant of students who may attempt to leave school grounds. Monitor games and ensure no pushing / tackling (students are permitted to play games on in-goal area but NO games on playing field) Monitor / move students under cover in wet weather |
| 7 | Playing Fields 2 Front pathway from Common Room to Ag Farm including cricket nets/basketball courts | |

Wet weather variations:

- Upper F block corridor. Students allowed in front of F1, F2, & F3. Note students are not allowed in rooms or beyond back of TLS. Pay particular attention to litter and students going beyond this area to Out Of Bounds areas.
- Lower F block corridor. Students allowed to sit in front of Common Room & F22 but not in rooms, on ramp to library or in corridor outside Maths rooms.



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SECTION 4: THE CLASSROOM

As a comprehensive high school, incorporating a support unit, staff aim to provide quality education in a caring and safe classroom environment for all students.

1. Class time:

- Each faculty adheres to their positive behaviour procedures to ensure maximum learning takes place. The class room focus is on safe management for teaching and learning.
- Regular use of *Positive Behaviour Slips, letters and phone calls to parents and faculty certificates* are used to reward and promote desired behaviour.

2. Student late to class:

- Late students should be settled into work quickly and quietly.
- If no note is provided staff should discuss the reasons for lateness at a convenient time in the lesson or the completion of the lesson. Faculty discipline procedures are to be followed regarding student lateness to class.
- Teachers are to record students as L (late) on the Millennium roll.

3. Early Dismissal:

- Only students with an official *Leave Pass* can be dismissed – check time and date.
- All students are to remain under teacher supervision until the bell rings and they are dismissed.

4. Non-attendance at class:

- Students who do not report for class will be marked absent on the Millennium class roll.
- Truancing students should be followed up and the reason discussed.
- Missed work should be issued for the student to catch up in their own time.
- Appropriate action should be discussed with the HT and the truancy/sanction recorded on Millennium.
- Parents are to be contacted where there is a repeated pattern of truancy. (Refer to faculty Behaviour Policy).

5. Flexible attendance:

- Flexible attendance is granted to HSC students and they are provided with a pass out card.
- Students must apply through the Deputy Principal and provide a written note from their parent to seek permission.
- Passes are contingent on student behaviour and attendance.

6. Toilet Passes:

- Students must be given a pink *Pass Out* which has the date, time and teacher name plus signature.
- If a student does not have a pass out he/she will be sent back to class.
- Students are required to 'sign in' at the office to monitor use
- Only one student at a time is to be given a toilet pass out.
- Students who appear to be abusing the privilege will be referred to the Year Advisor for further investigations.

7. Teacher errands:

- Students should only be used to run teacher errands in special circumstances and should be trusted students. Generally *only one* student should be sent.
- The student(s) must be provided with pink *Pass Out* detailing the reason, date and time expected to be out of your class.



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8. Behaviour:

Students are sometimes directed to leave the classroom as part of that teacher's classroom management practice. In most cases it acts as a 'circuit breaker' and for the misbehaving student and enables the teacher to settle the class before readmitting the student.

- Only one student should be outside at any one time where they can be observed by the teacher.
- Exclusion should be no more than 5 minutes. After this time the teacher should discuss the issue and readmit the student to class.
- If the student refuses to accept the teacher's directions and remains uncooperative then staff will follow their faculty procedures
- In a crisis situation, where a student is threatening themselves or others, a reliable student should be sent immediately to the front office for senior executive support.

SECTION 5: BOARDING AND TRAVELLING ON SCHOOL BUSES

A consistent approach and a strict adherence to the procedures by all Head Teachers or their nominee when on Bus Duty is required.

School finishes at 2:30pm each day. Students are supervised each afternoon by three or four Executive staff on a roster basis. Orderly/safe waiting for entry to buses is monitored. Supervision continues until the last bus leaves. School rules/Discipline Code applies to students travelling to and from school.

- All students are to walk to the bus bay and board buses if present.
- All students waiting for buses to arrive are to wait inside the black fence, well away from the gate.
- All other students are to wait behind the gate until directed to board the bus in a controlled manner by the Head Teacher on duty.
- If a student should miss the bus, the Head Teacher in charge, will assist the student to telephone a Parent/Guardian to make alternative transport arrangements.
- Travel safety is monitored by bus proprietors/employees. Bus proprietors issue guidelines for acceptable travel behaviour to students and can also impose sanctions for unacceptable behaviour.

It is the responsibility of the Head Teacher to organise cover for bus duty if they are out of school on the day they have duty.

SECTION 6: SCHOOL ASSEMBLIES

*School Assemblies are held during period 3 Thursday in each Week B.
All students are to attend assembly.*

- Students will assemble in roll group lines in the designated area in the Quad for coordinated entry into the Hall.
- Year groups attending the Youth Centre will assemble on the basketball courts under the DP, Year Advisor and rostered supervising teachers
- Entry into the hall is coordinated by the TAS staff under the direction of the DP in charge of assembly.
- Staff are rostered in KLA groups to provide supervision for each assembly as per the Executive Responsibilities Roster.
- Supervision involves monitoring entry and seating, behaviour during assembly and exit from the assembly hall.



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- Specific supervision locations / roles, including all entry doors, are determined by the KLA HT in charge of supervision.
- Supervising staff should move through the aisles, be active in observing student behaviour, requesting attention where necessary and recording names of any students who persistently disrupt.
- Any recorded names should be forwarded to the HT for detention with the DP at the end of assembly.
- Students should not be sent out of assembly unless their behaviour is repeatedly uncontrollable.
- Names of students sent out of assembly are recorded on Millennium Register. Any students detained 3 times in a term will receive a DP After School Detention.

SECTION 7: EMERGENCY MANAGEMENT PLAN

When an emergency situation arises, the site manager (Principal) may call for an evacuation, lock down or lock out depending on the circumstances of the emergency. In such cases staff should be aware of the following and refer to the Emergency Management Plan on KHS Intranet under Policies, for full details.

1. Evacuation:

This is communicated by a **continuous bell** and involves students moving to the **School Playing Field** and lining up in roll call groups. On the playing fields:

- Students sit with roll class. Roll 7R1 closest to Bungoona Road and Year 12 near the cricket nets.
- Roll teachers collect roll/slip from the office staff in lower car park.
- Teachers mark roll and send a student to return red roll slip, clearly marked 'Evacuation' to office staff in the lower car park.
- Office staff to collate rolls with the help of Year Advisers.
- All stay on oval/car park until dismissed by Principal

2. Lock Out:

This is communicated by sets of **3 bells repeated** and involves staff escorting students to the QUADRANGLE to assemble in roll class lines. It is used when there is a general threat to the school or an incident is happening off school property.

3. Lock Down:

This is communicated by **repeated single rings of the bell** and involves students and staff moving to the nearest school building, securing doors and windows and ensuring safety of all by following the procedures in the Emergency Management Plan.

This procedure is used when there is an immediate threat to the school e.g. intruders.

The all clear is given by 3 bells to indicate an assembly on the Quad, where students line up in roll classes for de-briefing and roll mark.



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SECTION 8: EXCURSIONS

Excursions may be organised by any teacher who has agreed to take excursion extras. Excursions may be classified as any activity which is a variation of normal school routine. They may involve attendance or participation in a performance, sporting event, academic or social activity during:

- Part of the school day
- Single day
- After school
- Overnight

All excursions and sports activities involving swimming/water activities and all overnight excursions must be accompanied by an employee of the Department of Education and Training with current training in cardio-pulmonary resuscitation (CPR) and emergency care. All other excursions are to be accompanied by a member of staff who has undertaken emergency training. (Ref: DG's Memorandum 93.3142)

- A risk assessment must be carried out as per the Excursion Policy
- Teachers are 'on duty' during normal school hours or when they are performing any recognised official school duty which may include responsibility overnight, for example:
 - Coaching a school sporting team before or after school
 - Approved one day sporting events
 - Approved excursion events (including overnight stays)
- In the case of more than one teacher being involved, teacher responsibility should be negotiated.
- Precautions must be taken in relation to safety of students at all times
- Students participating in an excursion must not be permitted to engage in additional activities other than approved excursion activities, e.g. if water activities were not originally planned then the group would not be permitted to participate in water activities.
- If the planned itinerary needs to be changed during the excursion then approval needs to be obtained by telephoning the Principal at the school.
- Have rolls for each group and ensure that each student knows his/her roll teacher.
- Check rolls for each group at the beginning of the excursion, check numbers (and names):
 - At breaks in journey (before boarding and after alighting from buses, trains etc.)
 - After breaks in procedures (e.g. lunch)
 - When reassembling after being dispersed

SECTION 9: SCHOOL SPORT

Students in Years 9 and 10 participate in a double period of school sport on Tuesday, Week B, periods 5 & 6. Staff who have chosen to take sport have been allocated to supervise one of the year groups.

The following arrangements should be adhered to:

- Staff are required to provide effective management of sport, keeping students organised and participating. Teachers are expected to work collegially and share the work-load at sport.
- The teacher to student ratio for scheduled sport activities should not exceed 1:30. Exceptions are specified in the guidelines (e.g. surfing) which must be adhered to.
- Supervision is an obligation for the whole period of the activity. Students must not be dismissed early from sport unless prior permission from the parents/caregivers of the students concerned has been obtained.



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- Staff must have Emergency Care training. Staff supervising swimming, water activities, overnight stays must have CPR and Emergency Care.
- Supervision cannot be transferred to non-staff instructors, parents etc. Probity checks must occur for non-staff accompanying groups.
- When supervising sport out of hours inform parents and keep to the exact times stated. Avoid staying with an individual student.
- Staff are required under Duty of Care to provide for student protection with regard to:
 - Protection against child abuse and improper conduct
 - Sports injury prevention measures and strategies
 - Injury countermeasures
 - Infectious disease control
 - Sun protection
 - Inappropriate activities
 - Additional protection measures

Travel to Sport

- Direct supervision must be provided for students walking to offsite venues and travelling by bus. The sports coordinator needs to specify safe routes and provide instruction on safe movement and bus travel safety for all participating students. Special care needs to be taken for students with disabilities e.g. visual or hearing impairments. The age and maturity and number of students involved should be assessed by the sports coordinator when preparing rosters.
- Staff should not drive students home from sport. Staff should help the student find transport if necessary. Always obtain parent's written permission to drive students anywhere. When you seek approval, inform parents in writing about how you are travelling and who will be with you.

Parent Information

- The sports coordinator must inform parents about the:
 - location
 - costs
 - mode of travel
 - supervision arrangements
 - activities to be undertaken
 - dismissal times
- Consent must be obtained for blocks of particular sports and must not apply for longer than one term.
- Parent information is to be provided for:
 - regular weekly sport
 - representative sport
 - fixtures and carnivals
 - outdoor recreation activities



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SECTION 10: FORMAL EXAMINATIONS

Students at Kincumber High School are required to attend a number of formal examinations. Students and their parents are given written notification of the arrangements for supervision during the exams. (see School Examination Policy)

The following arrangements relate to Year 9 & 10 Half Yearly and Yearly examinations; Trial School Certificate examinations; HSC Preliminary Course examinations; HSC examinations:

- Students move into the school grounds prior to their scheduled exam and assemble outside their respective exam room.
- Students must be present ten minutes prior to the exam starting time.
- Students are not permitted to leave the exam room before the scheduled finishing time.
- Students who are more than half an hour late for an exam will not be admitted.
- Students should visit the toilet before the exam commences. A supervisor will accompany students that need to go to the toilet during an exam.
- Students who are not required for an exam may leave the school premises keeping in mind that they are dressed in Kincumber High school uniform and are obliged to behave in a responsible manner while travelling to and from school.

During an examination the role of supervising staff is to:

- Enforce exam rules
- Provide strict and active supervision
- Do not assist students in answering questions
- Do not allow any borrowing between students
- Report any suspected irregularities by noting it on the student's paper and to the exam supervisor.
- Accompany students to the toilet and record their name on the 'Toilet Visit' list
- Do not allow students to leave the exam room early except due to illness (supervisor to accompany student to clinic)
- Dismiss the students in an orderly manner
- Ensure the exam room is left tidy

Note: During public examinations (School Certificate and Higher School Certificate Exams) supervision of students in the exam room is the responsibility of staff employed by the Board of Studies. Kincumber High School staff are not permitted to supervise students in exam rooms during public exams.

SECTION 11: SCHOOL CLINIC

All office staff are trained in Emergency Care.

Parents have been requested to advise the school of any serious or ongoing medical conditions their child may have and to update Health Care plans each year which are located in each staff room.

Sick Students:

- If a student becomes ill during class, they should notify the class teacher, who will send them to the clinic with a note and support person if necessary.
- Office staff will assess the student's condition and may contact parents and ask that the student be collected and taken home.
- Students will only be released into the care of parents, emergency contact person or a person jointly authorised by the parents and the Deputy Principal



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- Alternatively, the student may be allowed to rest and then returned to class.
- A formal record of students seeking treatment is kept by the office staff.

Injured Students:

- If a student is injured during the course of the school day, they will be taken to the clinic and parents contacted.
- If they are unfit to be moved then the office is contacted immediately.
- A staff member will remain with the student until further support arrives.
- In cases which are more serious, an ambulance will be contacted.
- Every effort will be made to contact parents when this occurs, but sometimes this is not possible.
- The school will make judgements based on what it believes to be in the best interests of the student.
- The school belongs to an ambulance fund and the transport does not involve a cost to parents.
- Students will be asked at the beginning of each school year to update medical records and parents with particular requirements will be requested to advise the school of a medical plan for their child.

SECTION 12: LAPTOPS (NOTEBOOKS)

Year 9 students will be supplied with a laptop user charter before the laptop is issued.

It outlines responsibilities and should be read carefully.

- Section 2.2 of the charter outlines what will happen if the laptop is damaged or lost.
- It is important to realise that students are responsible for their laptop and the school will not replace or repair it if lost or damaged.
- Parents, however, will be able to purchase a replacement or pay for repairs to the laptop through the school.
- The same charter applies to the replacement/repaired laptop. Replacement laptops will be of the same generation as the missing/broken laptop.
- If the laptop is damaged or lost, the student must inform the TSO in his office near the Maths Staffroom.
- The TSO will assess the laptop and advise on the options.

Parent information

The following steps outline important information regarding the action you need to take if your child's laptop is lost or stolen over a school holiday period:

- You should send an email to DERStolen@det.nsw.edu.au as soon as possible after the incident
- You will need to provide a phone number and email address that we can contact you on to confirm details and/or ask for more information if required
- In cases of theft you should also report it to the police and get an incident report number
- Notify the school as soon as possible by contacting TSO in the library

