

Dorset Primary School No: 5132
DUTY OF CARE POLICY

PURPOSE:

The supervision of students is a major function of the school. The students' safety is dependent upon all members of the school community fulfilling their particular responsibilities.

BROAD AIMS AND GUIDELINES:

1. All teachers will accept the responsibility for the supervision of all students
2. Teachers should supervise students as would a caring parent
3. Classes will be accompanied by a teacher when proceeding to and from different areas of the school
4.
 - a) Students leaving early must be collected by a parent/guardian who has signed the 'Early Leavers Book' at the office
 - b) Students leaving the school temporarily and returning, must have written permission from a parents or guardian stating destination, reason and length of absence
 - c) In a and b above, the regular class teacher shall be informed
 - d) Students on regular prescribed medicine will be registered on the 'Medicine Record Sheet' help in the office and drug administration is to be supervised by the office staff
5. Students must play within the school boundaries
6. The school does not accept responsibility for the supervision of students on any days on which the school is closed for students or outside the hours of supervision advised to the school community
7. For educational excursions, entertainments, camps and swimming programs, a teacher-pupil ratio as stated in Departmental Guidelines shall be observed. The venue and activities to be undertaken shall be approved by the appropriate authority (Principal/School Council)
8. Parent consent forms, indemnity forms and displan/name tags must be taken on all camps and excursions. Displan/name tags must be worn by students while travelling out of the school.
9. There will be an appropriate number of teachers supervising the grounds between 8.45 and 9.00 am and between 3.30 and 3.45 pm
10. There will be an appropriate number of teachers supervising the grounds throughout each recess and lunch time
11. No student is to be within school buildings without teacher supervision before and after school, or at any recess period
12. Students should remain in their classroom during recesses and lunch times when the weather is unsuitable for them to be outside. When students are retained in the classroom because of weather conditions, all teachers will be allocated an area and time to supervise students

13. When absent from the place of instruction during class time, students must use internal routes where available. The supervising teacher shall be responsible for seeing that the students return within a reasonable time.