

DSM Policy

On Site Supervision of Students

Rationale

The Deutsche Schule Melbourne – A German International School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different learning abilities, interest and needs. Adequate supervision of students on the school premises is a requirement of the school's duty of care.

Principles

The school will ensure each student's safety by providing adequate supervision. Reference is also made to the school's Welfare Policy.

Goals

- To provide adequate and appropriate supervision of students.
- To provide a safe and secure environment for our students, staff and resources.

Strategies

Supervision of students is the responsibility of all staff.

School Yard Supervision

- Students will not be left unattended in the school yard.
- For supervision purposes, a roster system will be used to timetable staff members.
- A designated 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, lunch breaks and after school.
- Parents will be informed that staff members are not rostered to take yard duty until 8:40am each morning. Parents are discouraged from sending their children to school before this time.

DSM Policy

On Site Supervision of Students

- Parents will also be informed that staff members will not be rostered to undertake yard supervision after 4:00pm each day. Parents are required to make sure that their children have been collected, have left the school grounds or are in the care of any after school care services that may be provided. Students still in or about the school yard after 4:00pm will be brought to the school office by the supervising teacher and their parents will be contacted.
- Casual relief teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc are required to either swap with another staff member, or to discuss the matter with the coordinating teacher.
- Staff on yard supervision must approach intruders or unknown people in the yard, and/or call for assistance.
- Supervision of the first aid room will form part of the daily yard duty roster. Any students in the first aid room will be supervised by a staff member at all times.

Supervision when using shared adjacent facilities

- Given the close proximity of our facility to other parts of the site, access to other parts of the site will be restricted to occur only when directly supervised by a staff member from the Deutsche Schule Melbourne with a Working With Children Check. The shared facilities include the hall, the canteen and the large toilet block.
- Gates and doors accessing adjacent parts of the site will remain locked unless opened by a staff member of DSM to access shared facilities. Gates/doors will be locked after leaving and upon return to the DSM.
- Use of the shared facilities, including the hall or canteen, will occur only under supervision of a staff member and according to a strict schedule of use agreed with the Landlord.

Supervision when using toilets

- Currently, only one toilet exists in the area of the site leased by the Deutsche Schule Melbourne. There is a block of toilets suitable for larger numbers of students to use which is part of the shared facilities and is located approximately 95 metres to the east of the Deutsche Schule Melbourne.
- The Deutsche Schule Melbourne is currently investigating the possibility of building more toilets in their leased area.

DSM Policy

On Site Supervision of Students

Toilet in leased area

- This toilet is suitable for use as a unisex toilet by staff.

Toilets in shared area

- These toilets are suitable for use by students. As these toilets are in a shared area, a staff member with a Working with Children Check will escort and supervise students at the toilet facilities.
- Toileting will be incorporated into the school routine, with an escorted visit immediately prior to play-time and lunch time by the staff member without classroom responsibilities.
- An escorted visit to the shared toilet block may also occur at other times as required.

Date

October 2007

Revised August 2008