



# Spencer Park Primary School Student Supervision Procedure

## STUDENTS IN CLASSROOMS

Students may be in the classroom, during non-instruction times, under these conditions.

- Before school, after 8:30am, students may be in class to prepare for their daily activities. Teachers should be present or within close proximity.
- During recess: only with the classroom teacher present and under direct teacher supervision.
- During lunch (non-eating time): With permission and under direct teacher supervision. (NB. Students may be able to practise for music activities in classrooms at the discretion of the music teacher.)
- After school: Remain and enter the classroom under direct teacher or cleaner supervision.

## SUPERVISION OF STUDENTS

It is understood that all teachers have a “duty of care” towards their classroom students and other students within the school. Therefore, full supervision is a recognised requirement. Because of this the following procedures apply:

- Teachers must supervise students (during instruction time), to and from special school activities including incursions, excursions, physical education, library, music and sport. In doing this the teacher who has control of the class should supervise movement to the next activity.
- A teacher must make all reasonable effort to ensure the children are appropriately supervised. This includes returning promptly after breaks i.e. staffroom chimes or siren.
- In special activities where students are outside, teacher supervision must be as thorough as possible. This includes being within vision and students being provided with clear instructions as to what task they must undertake.