



## Supervision of Students May 2017

### Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

<b>Policy Number</b>	ES09
<b>Related Policies</b>	Child Safe Environments Policy Risk Management Emergency and Critical Incident Policy Excursion and Incursion Visitor and Parental Volunteer Policy School Safety and Security Policy
<b>Version</b>	1.1
<b>Created By</b>	Policy Officer: Kate Quane
<b>Reviewed By</b>	Executive Officer: Darryl Buchanan
<b>Applies to</b>	Ethnic Schools South Australia
<b>Key Words</b>	Supervision; playground; excursions; incursions; severe weather; after school; before school; break times.
<b>Status</b>	Approved
<b>Approved By Executive</b>	ESASA Executive Committee
<b>Approval Date</b>	29 <sup>th</sup> May 2017
<b>Review Date</b>	April 2018

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1	New policy developed
February 2017	1.1	Addendum to supervision of students during break times



The Ethnic Schools Association  
of South Australia Inc.

## **HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.**

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## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

### Introduction

Hungarian Community School, Adelaide Inc. will ensure adequate supervision of students at all times. This policy outlines the procedures and types of supervision that Hungarian Community School, Adelaide Inc. employs to ensure the safety of all students.

### Definitions

The following definitions of terms are used to clarify the different types of supervision that may be employed by teachers and staff at Hungarian Community School, Adelaide Inc.

**Supervision:** the act of overseeing and/or watching students during learning activities.

**Direct:** teachers are in the classroom or playground, supervising and/or instructing all students involved in the activity.

**General:** teachers oversee the learning activity, which may be occurring in smaller groups in or outside of the classroom.

**Indirect:** teachers oversee the activity at a distance which ensures safety but minimises interruption e.g. during break times, the teacher oversees the activity by positioning themselves to see all students.

**Self-reliant:** teachers oversee the activity by employing very indirect supervision techniques including meeting the group at various times during the day, older students may work in groups checking back with the teacher at regular intervals.

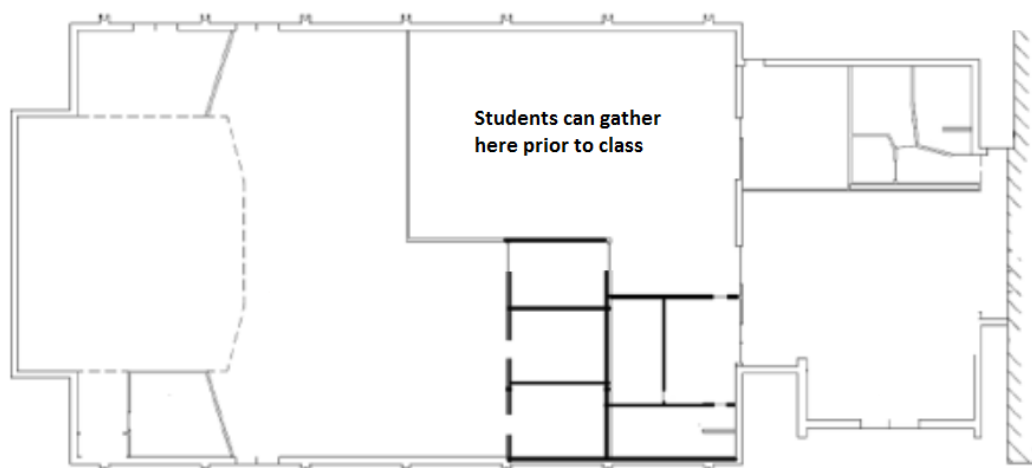
### Procedure

#### Supervision of Students

Teachers will provide constant supervision of all students during class lessons time, during recess, before and after lessons until parental pick-up. Teachers will arrive normally 10-15 minutes before the commencement of lessons to provide the supervision that is required. Staff at Hungarian Community School, Adelaide Inc. will ensure that no student leaves the school premises without written parental permission. All staff are to challenge visitors on the school grounds during break times.

#### Before School Supervision

Classes commence at 6pm and conclude at 8pm. Students will be supervised 10 minutes before the commencement of the lessons and will remain in the defined area in front of the classroom.





## HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

### Supervision During Break Times

A 10 minute break will occur between 7pm and 7:10pm. During break times students are permitted to be in the following areas:

- a) Kitchen
- b) Hall - Entrance / Foyer



Teachers will actively supervise students in these areas. Students are not permitted to be in the following areas

- c) Oval (unless supervised)
- d) Car park

The following teacher-to-student ratios are used by Hungarian Community School, Adelaide Inc. for break times:

Number of students	Number of Teachers
1 – 75	1
76 – 150	2
151 – 225	3
225 – 300	4

### After School

Hungarian Community School, Adelaide Inc. will provide supervision after school until 8:15. Parents will co-operate fully with the teachers in picking up their children promptly after school.

### Severe Weather Conditions or Environmental Hazards

Hungarian Community School, Adelaide Inc. at some point may experience severe weather conditions or an environmental hazard such as a Bushfire. To best prepare staff and students, the school has identified the following situations and the best plan of action. The list is not exhaustive and will be reviewed regularly and updated accordingly. In all circumstances, students will be under the supervision of the teachers and/or staff of Hungarian Community School, Adelaide Inc.



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- In the event of wet or stormy weather students will stay in their classrooms under the direct supervision of their teacher(s). When the storm has passed, students may participate in outdoor activities.
- If a Bushfire is declared whilst the school is in operation, parents will be contacted and asked to collect their child. Alternatively, staff and students will meet in the area designated for evacuations or in the school hall (refer to the Emergency and Critical Incident Policy). The Principal or a teacher will mark the roll to ensure all students are accounted for and parents informed of the situation.
- The School will remain operational in the event of a power failure or black-out. Learning activities will be modified accordingly. If the black-out lasts more than 1 hour the School may close and parents will be informed of the school closure.
- In the event of a critical incident, Hungarian Community School, Adelaide Inc. will follow the procedures outlined in the Emergency and Critical Incident Policy