POLICY: SUPERVISION OF CHILDREN

1. Rationale
As staff of a Catholic school we at St Michael’s school are employed as teachers or as ancillary staff. Teaching staff supervise children as part of their role when they are in the classroom or on the playground from 8.20 am until 3.40 pm.

2. Aims
   2.1. This policy is to inform parents or carers that outside those hours they are considered to exercise ‘duty of care’ for their children.
   2.2. ‘Duty of Care’ implies that parents or carers are wholly responsible for the safety of their child/children before 8.20 am and after 3.40 pm.
   2.3. The school provides supervision until 3.40 pm. In the case of children catching a bus, supervision is in place until the child/children board the bus.

3. Implementation
   3.1. The gate leading to the Back Path area is locked at 3.20 pm. Any children remaining in that area will be escorted to the ‘Slow and Go’ area for collection.
   3.2. The gate leading to the ‘Slow and Go’ area is locked at 3.40 pm. Any children remaining in that area are escorted to the school office.
   3.3. Children who are not collected at the ‘Slow and Go’ area will be escorted to the office to await collection.
   3.4. The parents of children who have not being collected by 3.40 pm on a regular basis will be contacted by the Principal.
   3.5. Office staff are not responsible for the supervision of children apart from when they dispense prescribed medication or when they attend to children who are present in sick bay.
   3.6. Once a parent has picked up their child they assume supervision of the child. If a parent remains in the playground to talk with other parents or meet with a teacher, the child must remain with the parent at all times.

4. Evaluation
The policy will be evaluated on an annual basis.