

# Supervision Policy

## **Rationale**

The safety and well-being of our students are paramount priorities at ProEd Global School. This supervision policy is designed to ensure a secure and conducive learning environment throughout the school day and during school-related activities. Effective supervision fosters a sense of security, prevents accidents, and promotes positive behaviour among students, contributing to their holistic development.

## **Purpose**

The purpose of this supervision policy is to outline the responsibilities and expectations of staff members regarding the supervision of students before, during, and after school hours, as well as during excursions, including overnight camps. This policy aims to ensure the safety, security, and positive engagement of students at all times.

## **Guidelines**

### ***Before School***

- Staff members assigned to morning supervision duties must arrive on time and be present in designated areas to welcome students.
- Staff members should monitor students' behaviour, intervene when necessary, and provide assistance as needed.

### ***During Break Time and Lunchtime***

- Adequate supervision should be maintained in all areas where students congregate during break times and lunch hours.
- Staff members must actively supervise students, ensuring appropriate behaviour, resolving conflicts peacefully, and promoting inclusive and positive interactions.
- Identify designated play areas and ensure they are safe and conducive to play.

### ***After School***

- Staff members must supervise students until they have safely departed from the school premises or have been collected by authorised individuals.
- Ensure students waiting for transportation or pickup are under adult supervision.
- Communicate any late pick-ups to administration staff and ensure the safety of waiting students.

### ***Excursions and Overnight Camps***

- Conduct thorough risk assessments before excursions or overnight camps and ensure adequate adult-to-student supervision ratios.
- Appoint responsible staff as excursion leaders and ensure they are briefed on emergency procedures and student medical needs.
- Implement a buddy system to account for all students during excursions or overnight stays.
- Establish a clear communication plan between staff, parents, and emergency services if needed during excursions or camps.
- All staff who accompany students on excursions must complete and submit a copy of the Excursion Chaperone Guidelines.