



In Christ We Grow

NEPEAN CHRISTIAN SCHOOL

Safe and Supportive  
Environment  
(Supervision) policy  
and procedure

Version	Author	Change	Date
1.0	Cameron Nunn	Creation	17/2/2016

## Policy

Appropriate measures are taken by School staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved.

## Procedures

Teachers have a responsibility to supervise students at all times.

- Active supervision begins at 8.30am. Parents are informed in writing that they should not bring students to school before this time. Where students arrive before 8.30 am (despite school instructions) they are seated in the breezeway until playground duty begins. Children of employees are the responsibility of their parents and must be actively supervised before 8.30am.
- Students must be collected from school by 3.45pm or have left by the last school bus. Students, who have not been collected by 3.45pm, will wait for parents under the supervision of the Office.
- Students will not be left unsupervised outside of a classroom.
- Where students return from an excursion outside of school hours, the teacher must remain with the students until all students have been collected.
- Teachers must be prompt to playground duty. They must remain vigilant and be constantly on the move.
- Where activities take place off-site particular supervisory care must be implemented according to the individual risk assessment. 1 to 6 is the recommended adult to student ratio for all primary camps and 1 to 10 for primary excursions. However, this should be adjusted according to the risk assessment. Normally there will be at least 3 adults on any primary excursion. Adult to student ratios for high school camps and excursions should be set according to the age of the students, and nature of risk activity. Appropriate levels of supervision will be identified in the individual risk assessment.
- The Deputy Principal – Community is responsible for ensuring correct supervision is implemented.
- A copy of the supervision policy is placed on the school's website.