



# Holy Spirit School

## Student Supervision and Duty of Care Policy

### Purpose

This policy outlines Holy Spirit School's approach to student supervision and duty of care, ensuring the safety and wellbeing of all students before, during, and after school hours.

### Scope

This policy applies to all staff members, students, parents/guardians, and visitors at Holy Spirit School.

### Before School Supervision

- Staff supervision commences at 8:30 AM
- Students arriving before 8:30 AM must not enter school grounds as supervision is not available
- First bell rings at 8:48 AM indicating students should move to their classrooms
- Classes officially commence at 8:50 AM
- Late arrivals must report to the school office to receive a late pass

### After School Supervision

- School concludes at 3:20 PM
- Staff supervision is provided from 3:20 PM until 3:35 PM
- Designated pickup areas are established and clearly marked
- A staff member is positioned at the school crossing at the front of the school

### Parent/Guardian Responsibilities

1. Ensure children do not arrive at school before 8:30 AM
2. Collect children promptly at 3:20 PM
3. Notify the school office before 3:00 PM of any changes to regular pickup arrangements
4. Provide written permission if children are allowed to walk home independently

## **Student Responsibilities**

1. Remain within supervised areas at all times
2. If parent/guardian is not at the designated pickup area:
  - Return immediately to the supervising staff member at the school crossing
  - Do not leave school grounds without permission
  - Do not wait unsupervised at pickup points

## **Staff Responsibilities**

1. Arrive at designated supervision areas promptly
2. Actively supervise students during designated times
3. Remain at supervision points until 3:35 PM or until all students have been collected
4. Direct any remaining students to the school office at 3:35 PM

## **Communication of Changes**

1. Parents/guardians must:
  - Contact the school office before 3:00 PM for any changes to normal pickup arrangements
  - Provide written notification for any permanent changes to pickup arrangements
  - Update emergency contact details when changes occur

## **Emergency Procedures**

1. If a child is not collected by 3:35 PM:
  - The student will be escorted to the school office
  - Office staff will attempt to contact parents/guardians
  - If unable to contact parents, emergency contacts will be called
  - In cases where no contact can be made, appropriate authorities may be notified

## **School's Duty of Care**

The school's duty of care:

- Begins when students enter school grounds at or after 8:30 AM
- Continues throughout the school day
- Extends to school-organized activities regardless of location
- Concludes at 3:35 PM or when students are collected by parents/guardians

## **Related Policies**

- Child Safety Policy
- Emergency Management Policy
- Student Wellbeing Policy

- School Access Policy

## **Policy Review**

This policy will be reviewed annually or as required by legislative changes.

Last Updated: February 2025 Next Review Date: February 2026