

ST PATRICK'S CATHOLIC SCHOOL
NAG 5 – HEALTH & SAFETY
STUDENT SUPERVISION

RATIONALE:

The safety of students at St Patrick's Catholic School is of paramount importance.

PURPOSE:

- To ensure students safety at all times.
- To define areas of responsibility for families and school.
- To ensure that all parties are aware of their responsibilities.

GUIDELINES

1. Parents or legal guardians are responsible for ensuring arrangements are made for their children to get to and from school or at the bus stop.
2. The school will take responsibility for students on school premises between the hours of 8.30am and 3.30pm.
3. A standard letter will be sent to families where there is a concern about leaving children unsupervised outside of the above stated times.
4. Families of students who need to arrive earlier, for good reason, must make necessary arrangements with the school.
5. Families must advise the school if there is a change of arrangements for collection of their child.
6. Students walking home will be supervised until they leave the school premises.
7. Students using the Kea crossing will be supervised by the school.
8. Students remaining at school for extra curricular activities will be the responsibility of the supervising adult.
9. While on the school bus, responsibility for student safety will be shared between the bus company, the school, and students' families.
10. In the event of a civil emergency, supervision will be provided for students until families can be contacted.
11. Procedures for students inadvertently left at school:
 - i) Family or emergency contact rung.
 - ii) If no response within a reasonable time, teachers may elect to transport student home.
 - iii) In this case another teacher/adult will be required to accompany them.
 - iv) In extreme circumstances a taxi may be rung and charged to the family.
12. If no-one is at home, Police will be contacted.

CONCLUSION

Student supervision is a shared responsibility.

Reviewed: May 2003 / August 2006

Prepared: August 1999

Board of Trustee Approved: Signed: _____

Chairperson