

Student Supervision

At St Paul's Catholic School Ngaruawahia, the board ensures that the school is a physically and emotionally safe place where risks to health and safety (both physical and mental) are eliminated or minimised (Health and Safety at Work Act 2015; Education and Training Act 2020). This includes ensuring that students are supervised appropriately whenever the school is open for instruction. We provide safe supervision to ensure student safety by monitoring student behaviour and interactions with each other and their environment.

We ensure that students are appropriately supervised in timetabled classes and learning spaces, at break times, during school activities (e.g. school sports team, chess club), and on excursions as part of education outside the classroom (e.g. camps, off-site workshops).

For student safety, we encourage parents/caregivers to ensure their child arrives at school after 8.30 am and have left the school grounds by 3.10 pm. Prior to 8.30 am, there is no active supervision or open classrooms as teachers are required to attend spiritual reflection and daily briefing. We strongly encourage children to arrive at school at 8.30 am to prepare for the day's learning. This gives them time to get organised for the day, catch up with their classmates, and be ready for our 8.55 am start.

Parents who choose to drop their child off before 8:30 am do so with the understanding that active supervision is not available prior to this time. (see Parent/Caregiver and Student Responsibilities below)

School responsibilities

The principal ensures that policies and procedures for supervision are implemented, and that all staff know their responsibilities for supervision, including the expectations for supervision in each context.

We inform the school community of appropriate times (stated above) for students to arrive and leave school.

We take the following actions to ensure that students are appropriately supervised during the school day.

- We ensure that staff are aware of:
 - the responsibility for teachers to provide appropriate supervision in class, according to the standards for the teaching profession
 - any expectations and responsibilities for supervision during break times (e.g. rostered)
 - the supervision needs of students who have high or additional health needs.
- We provide information and training to staff to ensure that students are supervised safely.
- We plan EOTC events to provide effective supervision, provided by appropriately trained, qualified staff, supported by volunteers – see **EOTC Supervision**.
- We respond to any concerns or incidents following any relevant school policies (e.g. Behaviour Management, Bullying and Harassment).
- We ensure that supervision staff know how to respond to injuries and illness at school and what to do during an emergency.

The deputy principal organises duty. A rostered timetable is displayed in the staffroom and issued to each teacher and relevant learning support staff at the start of the year, and updated as required.

If we have reason for concern (e.g. students left unsupervised on school grounds), we contact parents/caregivers, and emergency contacts if needed.

If parents/caregivers and emergency caregivers are unable to be contacted and there is urgent concern for the safety of the student, we may need to contact the police and/or Oranga Tamariki.

Parent/Caregiver and Student responsibilities

We expect parents/caregivers to assist the school in ensuring students are supervised safely at all times. Parents/Caregivers are expected to:

- provide accurate information about their child that allows the school to ensure that the student is appropriately supervised (e.g. student health needs).
- notify the school of any absence or lateness, or requirement to leave during the school day.
- students arriving before 8:30 am must be dropped off in the designated waiting area under the green shade area and surrounding decks.

We expect students to assist staff with their supervision by:

- following school rules and behaviour expectations (e.g. remaining in supervised areas, treating others with respect, staying in the designated waiting area before 8:30 am).
- communicating with staff if they feel unsafe or see another student in danger.

Anyone with any concerns can raise these with the school. See [Raising Concerns and Complaints](#).