



Timaru Christian School Procedures

HS2 - Supervision of Students

Missing Student Protocol

Occasionally, a child will leave the school without permission. If a child should disappear, the following steps are actioned immediately:

- 1) The office is informed of the disappearance so a search can be coordinated. The principal is informed as early as possible.
- 2) All available staff are mobilised to search the school for several minutes, and visual checks are made at each of the school exits.
- 3) If appropriate, involve other adults in the search.
- 4) If the child is still missing, some staff leave the school and begin combing the local area, while the rest of the staff continue to search the school. The child's parents are informed of the situation.
- 5) After ten minutes, the police are called to assist.

Parents are always informed if a child leaves the school property.

Playground Supervision

The purpose of duty at break times is to ensure that the play environment is physically and emotionally safe for all students at all times.

The duty teacher must deal with issues raised by students while on duty. Students need to feel that their complaints and concerns will be taken seriously, and that they will not be refused support.

The principal administers playground duty. A rostered timetable is displayed in the staffroom and issued to each teacher and teacher aide at the start of the year, and updated as required.

The following guidelines ensure effective playground supervision.

- One teacher is rostered to cover all supervision duties.
- Relievers are required to do duty for the teacher they replace.
- Teachers and teacher aides report on duty in a timely fashion.
- Teachers are alert to problems in the playground, using the school rules as a guide. Teachers patrol proactively, moving around their designated area.
- Treat injury or illness in the playground according to the school's procedures for minor/moderate or serious injuries.
- Children involved in violent playground behaviour are managed with the school's behaviour management procedure.
- On wet days (declared by duty teacher), duty is as normal for duty staff, but senior students assist with supervision of junior classes. They remain in their classrooms unless the weather clears and they can be released outside.
- Students are required to sit and eat their lunch for fifteen minutes at the start of lunchtime.