



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

**POLICY**

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### *Supervision*

#### **Rationale**

Mt Eden Normal Primary School is required to:

- Provide a safe physical and emotional environment for students;
- Comply in full with all relevant legislation to ensure the safety of students and employees, including the Health and Safety At Work Act, 2020 and the Education and Training Act, 2020

The School will take all reasonable and practicable steps to ensure appropriate supervision of students during school hours (8.30am-3.00pm). As specified in the School Hours Policy, students may not arrive before 8.15am. Students arriving between 8.15am and 8.30am do so at parental discretion. During this time, they are required to wait on the courtyard by the Hall prior to active supervision commencing at 8.30am.

#### **Definitions**

**Teacher** refers to a suitably qualified teacher employed by the school. This definition includes relieving teachers, but does not include teacher aides, support staff or student teachers on practicum at the school, who must not be assigned to sole-charge duties of any designated supervision areas.

## **Requirements**

- a) During intervals and lunchtimes, at least one teacher will be on duty in each designated supervision area (as determined by the Principal to be reasonable and appropriate to ensure adequate supervision) at all times. Additional duty teachers may be assigned as deemed appropriate by the Principal
- b) During morning and afternoon Road Patrol crossing times, a teacher or school-approved parent helper will be on duty to supervise the Road Patrol team
- c) Students will not wait at the drop-off zone when Road Patrol supervision ends, but will be directed back onto the school grounds
- d) Information relating to high health needs (such as diabetes, heart conditions, severe allergies or other potentially life-threatening medical conditions) of individual students will be made available to all teachers, including appropriate steps, response and medication/dosage as applicable
- e) Duty timetables, relevant school rules and clear guidelines for teachers on duty will be circulated to all staff
- f) Any medical incidents or disciplinary matters deemed to be serious or requiring further attention will be recorded and referred to a member of the Senior Leadership Team in accordance with the School's Health and Safety Policy.

## **Related Policies:**

School Hours Policy  
Out of School Care Policy  
Health and Safety Policy

Signed: Virginia Brown  
Presiding Member

## **Policy review details**

Version / date: V3.0 May 2024  
Review cycle: Triennial  
Date for next review: May 2027