



# Sunridge Circle Primary

## Supervision Of Learners Policy

### 1. Introduction

Although the law requires the normal degree of care of educators where they are dealing with adults, a higher degree of care is required of educators in their professional relationship with learners. Legislation and court judgments have placed a higher degree of the “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities. The educator’s duty of care is greater than that of the ordinary citizen in that an educator is obliged to protect a learner from reasonably foreseeable harm or to assist an injured learner, while the ordinary citizen does not have a legal obligation to do so. This policy is written taking this into account.

### 2. Purpose

The purpose of this policy is

- to develop a framework that effectively ensures, as far as is practicable, the safety of learners while at play on the premises or while engaged in school-related activities.
- to contribute to effective school management in compliance with relevant legislation.
- to explain how educators and school staff are required to carry out their duty of care towards learners.
- to ensure that staff understand their duty of care to learners and behave in a manner that does not compromise these legal obligations.
- to inform parents/caregivers of the limits of Sunridge Circle Primary school’s duties and obligations to supervise learners.
- to provide for adequate and appropriate supervision of learners within the school premises; and
- to show that the school is committed to ensuring that child safety standards are always adhered to.
- to observe and monitor behavioural patterns outside the classroom.

### 3. Definitions

'parent' has the meaning assigned in the *South African Schools Act of 1996 (SASA)* and includes biological and adoptive parents, legal guardians and any person who has assumed responsibility for caring for the learner.

'school' refers to Sunridge Circle Primary School.

'school premises' includes any building, structure, hall, room, office, recreational area, land or enclosed area that is under the control of the school, whether on the actual property of the school or not, including transport used by the school, and to which a member of the school, especially a learner, enjoys a right of access, or is usually admitted or may be admitted.

Other terms appearing in this policy shall be interpreted in accordance with the meaning assigned to them in terms of the *South African Schools Act*.

### 4. Applicability

This policy applies to all learners and staff, including volunteers and part-time employees, during school hours, break times, additional supervision periods, and on all official school-related activities.

### 5. Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all learners and the wider school community.

Sunridge Circle Primary School understands and acknowledges that adequate supervision of learners on the premises is a requirement of the school's duty of care in relation to learners at school. Appropriate, well-organised and responsive supervision of learners during class and break times and a limited period before and after school hours is an important aspect of keeping learners safe at school.

### 6. Legal Framework and Obligation

- Section 28 (1) (b) of the *Constitution of the Republic of South Africa, 1996* stipulates that learners have the right to be cared for by their parents and family and that when removed from their family environment they have the right to appropriate alternative care. This means that when learners are in the care of educators, they have a right to be protected and safeguarded by those persons.
- Within this framework, SASA bestows upon the School Governing Body (SGB) of a school and on educators the responsibilities over learners in their care.
- The "duty of care" is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. As part of that duty, educators are required to supervise learners adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the educator should reasonably have foreseen) and against which preventive measures could be taken.

- The reasonable steps that our School may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk. This will involve consideration of the following factors:
  - identifying the risk of harm.
  - the probability that the harm would occur if care were not taken.
  - the likely seriousness of the harm.
  - the burden of taking precautions to avoid the risk of harm.

### 7. Responsibility of the Principal

The Principal has the ultimate responsibility for implementing this Policy. Therefore, the Principal must make and administer such arrangements for supervision as are necessary according to the circumstances; and educators are responsible for carrying out their assigned supervisory duties in such a way that learners are, as far as can be reasonably expected, protected from injury or harm.

### 8. School Supervision Procedures

- Supervision does not extend beyond the school premises. Learners are walked to the gate after school. Learners remain seated until they see their parent/ transport. Uncollected learners are walked back to remain in the quad. There is no supervision here, although they are central and visible. The school takes no responsibility for learners that should have been fetched.
- Once a learner enters the school premises the educators are *in loco parentis* and thus primarily responsible for the learner's health, safety and welfare.
- As part of its duty of care the school will adequately supervise learners for a defined period before school from 07:20 until 07:30.
- The school hereby informs parents that the school does not accept responsibility for learners dropped off earlier than 07:20 and collected after 14:30.
- A roster system will be used to timetable staff members for premises supervision before school, during breaks and after school within stated times and outside these times only in extreme and unusual circumstances and as stated in the terms for participations in scheduled extra-curricular activities. There can be no expectation of supervision beyond the stated times.
- In the interests of health and safety, child protection and school insurance liability, only learners enrolled at Sunridge Circle Primary School are allowed on the school premises without adult supervision. Parents must take specific responsibility for other children not enrolled at the school (for example, siblings and friends) especially young children, accompanying them in the school and its environs. It is not the responsibility of Sunridge Circle School staff or the siblings of enrolled learners to supervise them.
- Rules of the school premises are reviewed and revised continually and communicated to learners and parents regularly.
- There is an expectation that learners will conduct themselves in an age-appropriate manner and that they will obey school rules, specifically those relating to safety. These are contained in the school Code of Conduct for Learners and the School Safety Policy.

- If parents have a particular health and safety concern for their child, they must inform the school and provide sufficient details to assist the school in dealing with the issue. Permission must also be given for this information to be disclosed to all educators and administrative staff.
- This policy is applicable to learners, parents and school staff at all times. Any misconduct on the part of any person will be dealt with in terms of this policy.
- On occasions other adults, for example, teachers in training, may be on duty during breaks. These adults may act in an observing and reporting capacity, bringing instances of misbehaviour or danger to the attention of the educator on duty or other designated school staff member.
- The Prefects/ Playground monitor members may assist educators by bringing instances of misbehaviour or danger to the attention of the educator on duty.
- Learners with injuries, or a person witnessing an incident that has caused injury or is likely to cause injury must report to the teacher on playground duty. If said teacher is not visible learners to be brought straight to the admin office.
- A person trained in basic first aid will attend to minor injuries. The school is equipped with First Aid boxes.
- In the case of serious injury, the following protocol is observed admin officer to contact ambulance/ parents or both depending on the nature of the injury. First Aid team to assist in keeping the child comfortable until professionals have arrived.
- The school maintains an Incident Book as a matter of procedure. All accidents where there is injury involved must be recorded in the Incident Book by the educators on duty or by the relevant class educator and reported to the Western Cape Education Department in the prescribed manner.
- The school maintains an Incident Book as a matter of procedure. All unusual incidents which did or could pose a safety threat to any person on the premises or any other act which may require follow-up must be recorded in the Incident Book by the educators on duty or by the relevant class educator and reported to the Western Cape Education Department in the prescribed manner.
- Where an educator suspects that a learner is unwell or the learner reports feeling ill him/herself, parents are alerted, usually by phone. Teachers send a note to the office reporting the child is unwell. Admin Officer to call parent and report the illness. Parents are requested to collect the child.
- Parents have a duty to ensure that the school has the most up-to-date details of persons to contact in case of emergency, illness, or other reasons.
- Adverse weather arrangements
  - Learners must leave all areas move indoors as soon as they hear thunder or see lightning.
  - Learners will be accommodated during adverse weather from 07:20 in the morning and after school until exit time respectively in a designated venue per grade. Learners are to stay in the classes during bad weather, they can eat and drink and go to the bathroom, and they will be monitored by class monitors from Grade 6 and 7 respectively. After school, we will open the main gate for parents and transport

companies to drive in and collect learners, although all parking spots are taken by staff vehicles. The learners to remain under the owning.

### 9. Classroom supervision

- Learners should not be left unsupervised in classrooms.
- If an educator is called from his/her classroom to meet with a parent or visitor, another member of staff must be released to cover. However, it is school policy to request parents and visitors to make appointments outside of teaching hours.
- When visiting coaches or volunteers take conduct a lesson, such as Physical Education or Music, an educator will be present in the classroom.
- When a teacher-in-training is teaching a class, the educator responsible for that class must be present in the classroom.
- Teacher may only leave the class to go to the bathroom. Learners must remain seated and continue with the work at hand.

### 10. Excursion and Extra-curricular activities supervision

In relation to extra-curricular school activities such as sports, games, shows etc., supervision levels are calculated taking the following factors into consideration

- the age and maturity of learners involved,
- availability of alternative adult supervision e.g. parents, special needs,
- the length of the outing,
- activities to be engaged in, and
- supervision levels for the remaining school population.

### 11. Other provisions

- All people (including volunteers/external paid coaches/work experience learners/educators-in-training) working with learners in a teaching, administrative, mentoring, coaching, or any other capacity must be police-cleared and sexual offenders' register vetted. This may be in with keeping with current mandatory guidelines (legal, insurance etc.).
- By agreement, an educator's duty of care will be extended to outside school hours and premises when the relationship between the school and the learner requires it. Our School and, by implication, our educators will take reasonable steps to protect learners from risk.
- Parents will be notified at least 48 hours in advance of any changes to the opening and closing time of school to enable them to make appropriate arrangements. In extraordinary circumstances messages will be sent via WhatsApp and/ or Dojo specify communication measures that the school uses.
- Parents are discouraged from sending their learners to school before the designated supervision time in the morning. Parents must ensure that arrangements are in place for their child's safe collection/departure on foot or by designated transport from school by the end school supervision period or extra-curricular activity.
- If it becomes known that a learner, on a consistent basis, remains at school, or arrives at school well outside normal attendance times, the parents will be contacted and instructed to make suitable arrangements. If, without just cause, there is no change the

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school may consider contacting the Department of Social Development to arrange for the care and protection of the learner as appropriate.

This Code of Conduct remains in force until amended or replaced and approved by the SGB

**POLICY APPROVAL**

DESIGNATION		DATE
PRINCIPAL	<i>low</i>	2024.06.04
SGB CHAIR	<i>Anton</i>	
REVUE DATE	2026.06.04	