

SUPERVISION POLICY



PURPOSE

Newmark Primary (the school) in discharging its duty of care provides supervision for students on the school site and when engaged in school activities.

The supervision policy sets out the principles and framework governing the school's approach to this obligation. The policy, together with the supporting documents, should be read and understood by all those planning, leading and responsible for meeting this obligation.

PRINCIPLES

- Every student has a right to be safe at school.
- The school, as well as each individual teacher, has a duty of care to ensure the safety and wellbeing of each student.
- The school's duty of care extends to ensuring that students are protected from harm, including from risks of injury or harm that are known or which could have been reasonably foreseen and prevented.
- The school is committed to ensuring that it provides adequate supervision of students in all learning environments, including online spaces, when on school grounds, in classrooms and on outings.
- The school will ensure staff are aware of their responsibilities to supervise students.

AIMS

- To set out the framework governing the adequate supervision of students

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006
- Education and Training Regulations 2017
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards: mandated registration requirements.

SCOPE

The application of this policy is relevant to the principal and all school staff involved in ensuring proper supervision and implementing the supervision procedures.

KEY DEFINITIONS

The school has a **duty of care** to ensure the safety and wellbeing of students; and teachers have a similar individual duty of care. In discharging this duty the school, the principal, teachers and other school staff are held to a high standard of care in relation to students. The duty requires the principal and teachers to take all reasonable steps to reduce the risk of harm to students whenever and wherever the student is in the care of the school.

The school has a specific duty of care to provide adequate supervision in the school or when students are engaged in school activities.

The duty is non-delegable, meaning that it cannot be assigned to another party.

The regulatory requirements as set out by the VRQA require the school to make what the VRQA describes as 'proper arrangements':

- for the on-site supervision of students; and
- for the supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location.

The Education and Training Reform Act and the VRQA mandated registration requirements are silent with respect to specific staff-student ratios. The onus is, therefore, on the school to specify its own staff-student ratios taking into account:

- the age and maturity of students;
- the number of students involved or the size of the group;
- the nature of the activities; and
- the location within the school.

The school will consider and plan the appropriate level of supervision required for each situation and type of activity. The required level of supervision is specific to the school and a matter of judgment bearing in mind the school's obligation to make proper arrangements.

In deciding the level of supervision, the school will seek to balance the duty of care with the learning opportunity arising from allowing students to be independent. Levels of supervision which should be considered include:

- direct supervision (e.g. from a swimming instructor with children in the pool);
- general supervision (e.g. yard duty, lunch duty);
- indirect supervision (e.g. students given mobile phone access to their teacher); and
- activities in which students are self-reliant (e.g. students engaged in a student-led expedition).

Direct or general supervision must be provided for primary students at all times.

Students will be directly supervised at all times while using a swimming pool.

Teachers have a special duty of care with respect to supervision but other adults do not have the same duty of care. The school may, however, still ask other adults to supervise students in specific circumstances.

The school will set out in its procedures for circumstances in which other adults (for example support staff, parents/carers, instructors, visiting speakers, etc.) may be asked to supervise students.

In making such a request, the school retains its duty of care (which is non-delegable) and so must ensure that the adults concerned have proper training and support and are always able to contact a teacher if assistance or advice is needed. The school must have appropriate procedures in place so that the adults know what is expected of them and how to respond in particular situations.

The school's duty of care extends to students travelling on school buses (e.g. buses that are owned by the school, which are driven by a member of the school staff or which are contracted directly by the school for the use of its own students only). In order to meet its non-delegable duty of care, the school must put in place an appropriate level of supervision, taking into account the age and maturity of the students.

If adults other than teachers accept this responsibility, the school will ensure that they have a proper level of training and support and are able to contact a teacher if required.

The school's duty of care does not extend to students travelling by public transport to and from school.

Parents/Carers are responsible for the supervision of their children travelling to and from school and outside the times of school supervision before and after school. By implication, therefore, the school is responsible for:

- providing parents/carers with clear information as to the start and finish times of school supervision before and after school;
- providing parents/carers with clear information about the timing of before and after-school activities and how that impacts on school supervision;
- student collection procedures; and
- for young children, student collection procedures that specify the handing over of children from parents/carers to staff and vice versa.

Parental permission will be sought and provided in writing when students are involved in activities or travel in which students are self-reliant (e.g. older students leaving the school grounds at lunch time).

Supervision duty rosters: The school will develop clear procedures that set out the duty requirements covering people, times, how duties will be conducted and the duty of care implications. The school creates duty rosters to cover aspects of the school's operation, such as (not an exhaustive list) before-school supervision, recess and lunch duty, and extreme weather duty.

The school will ensure that supervisory staff have appropriate first aid training and carry basic first aid supplies. Supervisory staff will be trained in the management of anaphylaxis, as set out in the Anaphylaxis Management Policy.

ROLES AND RESPONSIBILITIES

The **school board** is responsible for reviewing and endorsing the Supervision Policy.

The **principal** is responsible for:

- ensuring the school's duty of care is discharged and that teachers are aware of their duty of care;
- determining the school's student-staff ratios and level of supervision for each type of activity;

- approving the supervision procedures that give clarity as to how supervision is conducted; and
- ensure all staff are aware of their responsibilities to supervise students.

Supervising staff are responsible for:

- their individual duty of care to students; and
- following the supervision procedures exactly and supervising students as directed.

Parents/Carers are responsible for:

- supervising their children before and after school outside the times that school supervision is provided; and
- giving written permission as requested when students are engaged in self-directed activities.

PROCEDURES

SCHOOL HOURS

Official school hours are: 9.00am - 3.30pm

Additional supervision is provided at the following times:

- 8.00am - 9.00am (Morning Huddle program - staff supervision provided)
- 3.30 - 3.45pm (Afternoon pick up - staff supervision provided)
- Outing and camps that go beyond the regular school hours, in which case the supervised hours will be included in the details of the outings or camp.

DUTY ROSTERS

The school provides a comprehensive duty roster each term, and works through the roster with staff at the beginning of the term to ensure consistent understanding and implementation. Throughout the term the roster is revised according to any changes that may occur due to outings, camps etc.

If a staff member is absent, the duty roster is adjusted for the day, and staff are made aware of the changes through the 'Staff Updates' communication channel.

The duty roster includes supervision for:

- Before-school (Morning Huddle program)
- Recess playtime
- Lunch playtime

Before-School Supervision (Morning Huddle program)

Each morning the students are dropped by parents/carers to the designated Morning Huddle areas. The designated drop off points are communicated to parents/carers via the schools communication channels. Staff supervision for this program is provided from 8.00am until 9.00am.

Recess and Lunch Playtime Supervision

The school partners with the Hobson Bay Council, to utilise the use of Commonwealth Reserve for recess and lunch playtime. The park is considered an extension of the school campus (not an outing) and the general ratio of adult:child during these playtimes is around 1:40. This includes VIT registered staff and support staff.

As an additional safety precaution, the following procedures are followed before and after recess and lunch playtime in the Commonwealth Reserve:

- at the beginning of playtimes class teachers count off to make sure all students are present before moving to designated pick up points;
- at the end of playtimes all class teachers walk to the Commonwealth Reserve and do the following:
 - Sit in a circle with the class
 - Count off to ensure all students are present
 - Walk students safely back along the pathways to school

The school has designated zones for the students to utilise at recess and lunch playtimes. This information is included in the Master Timetable.

After-School Supervision

Students are supervised by staff from 3.30pm - 3.45pm while waiting for parents/carers to pick them up. There are designated exit points for each cohort.

Supervising staff release students one at a time, as they see the parent/carer. Supervising staff are responsible for ensuring students go to their parents/carers, so that the handover is safe and monitored.

In cases where parents/carers have provided written permission for a student to travel home independently (Authorisation to Collect Students form), the supervising staff is released from the responsibility of ensuring a visible handover.

GENERAL SUPERVISION GUIDELINES

Classroom Supervision

The following classroom expectations are set to ensure students are safe and cared for:

- Teachers must not leave the classroom unattended at any time during a lesson.
- Students must stay in the classroom under the supervision of the teacher, and must inform the teacher if they need to leave the classroom for any reason. The teacher will decide if this is necessary.
- The teacher will use a phone to call for help if needed.
- The teacher will not leave students in the care of support staff, parents/carers or trainee teachers (at law, the duty of care cannot be delegated).
- The teachers will not leave students in the care of external education providers for example incursions (at law, the duty of care cannot be delegated).
- No student will be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour.

Yard Duty Supervision

The following yard duty expectations are set to ensure students are safe and cared for:

- Supervising staff rostered for duty are to attend the designated area at the time indicated on the roster.
- Supervising staff on duty are to remain in the designated area until the end of the break period or until replaced by the relieving teacher, whichever is applicable.

- The handing over of duty from one supervising staff member to another must be quite definite and must occur in the area of designated duty. Where a relieving supervising staff member does not arrive for duty, the supervising staff member currently on duty should call the Front Office, and not leave the area until replaced.
- All changes to the yard duty roster must be communicated to all staff.
- Supervising staff must be alert and vigilant, must intervene immediately if potentially dangerous behaviour is observed in the yard and must enforce behaviour standards and logical consequences for breaches of safety rules.
- Supervising staff must constantly move around the playground area and must be highly visible at all times.
- Supervising staff must have a walkie talkie with them at all times while on duty to communicate with other supervising staff and the Front Office Manager.
- Supervising staff must always carry a phone on yard duty so they are contactable, as a safety measure in case a walkie talkie is not working.
- Supervising staff must not be on the phone unless making a call for assistance.
- Supervising staff do not play games with the students during playtime, as this can distract them from being vigilant on duty.
- Supervising staff must wear a hi-vis vest so they are quickly recognisable by students on duty.

Movement of Students

The following expectations are set to ensure students are safe and cared for:

- Students must always be accompanied by a supervising staff member when moving outside school grounds (eg. to another section of the school or the park to play).
- Supervising staff must always be the first to exit a school building, to ensure it is safe on the footpath prior to students exiting, and the last to enter the building in return.
- Students must move within school grounds in pairs (e.g. going to the toilet or to reception).
- Students must carry a note from the teacher to indicate why they are not in their classroom.
- If crossing roads students must use the designated crossing points. Supervising staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other supervising staff control the flow of students across the road.

Whilst each case regarding a teacher's legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when a teacher has failed to meet their legal duty of care responsibilities to their students:

- Arriving late to class or leaving a class early
- Arriving late to scheduled timetabled yard duty responsibilities
- Failing to act appropriately to protect a student who claims to be bullied
- Believing that a child is being abused but failing to report the matter appropriately
- Being late to supervise the line up of students after the bell has sounded
- Leaving students unattended in the classroom
- Failing to instruct a student who is not wearing appropriate school clothes (eg closed on shoes, a hat when outside, top covering shoulders etc)
- Failing to instruct a student who is not wearing a hat to play in the shade
- Ignoring dangerous play
- Leaving the school during time release without approval
- Inadequate supervision on a school outing
- Engaging in 1:1 conversations with parents/carers or other staff members while on duty

Advice

Staff members are also cautioned against giving advice on matters that they are not professionally competent to give (negligent advice). Advice is to be limited to areas within a teacher’s own professional competence and given in situations arising from a role (such as year level coordinator or subject teacher) specified for them by the principal. Teachers must ensure that the advice they give is correct. Teachers should not give advice in areas outside those related to their role where they may lack expertise.

RELATED POLICIES

- Wellbeing policy
- First Aid Policy
- Anaphylaxis Management Policy
- Outings, Camps and Events Policy
- Child Safety Policy
- Reporting Obligations Policy
- Bullying Prevention Policy

SUPPORTING DOCUMENTS

The key documents required to implement this policy will include:

- Duty rosters
- Enrolment Agreement
- Parent/Carer permission and consent forms
- Child Safe Code of Conduct

POLICY REVIEW

The school board and principal will review the Supervision Policy every two years, or following a major incident.

ENDORSEMENT

Updated date	March 2023
Endorsed by	School Board
Endorsed on	April 2023