

STUDENT SUPERVISION POLICY

RATIONALE

Sacred Heart College, compelled by the Mercy Values of Justice and Respect, is committed to the safety of all community members, but especially to its students who, when undertaking day-to-day educational programs, are owed the highest duty of care.

Consistent with the vision of the College's education programs, we aim to empower students to encounter the future with respect, courage and kindness, enriched by life-giving relationships and inspired to bring the Gospel to life.

Sacred Heart College and all teachers have a duty of care to ensure the safety and wellbeing of all students by ensuring appropriate supervision at all times. At Sacred Heart College, the adequate supervision of students is the responsibility of all staff. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risks that could reasonably have been foreseen.

DEFINITIONS

Supervision: The promotion of the safety and wellbeing of all students and the provision of adequate and appropriate supervision of students in the school. For the purposes of this policy, supervision does not relate to duty of care on international tours. Supervision occurs:

- Before, during and after school outside of scheduled class time;
- During class time, all indoor and outdoor activities;
- For activities (incursions) involving external providers;
- For activities off site (excursions);
- For school sponsored activities outside of school hours;

Duty of Care: Taking reasonable steps to minimise the risk of reasonably foreseeable harm. Duty of care is *non-delegable*, meaning that it cannot be assigned to another party.

Excursions: Activities organised by the school where the students:

- are taken out of the school grounds (for example, camps, day excursions, school sports);
- undertake adventure activities, regardless of whether or not they occur outside the school grounds;
- attend school 'sleep-overs' on school grounds.

Incursions: Activities organised by the school that involve interaction with external providers who deliver specialised programmes or information.

Self-Directed Learning: A course of study/program undertaken by a student that may require them to be out of the normal learning environment and/or location.

Inter-class movement: The movement of students from one learning space to another throughout the normal course of the school day.

Electronic Movement log: The digital recording on the College intranet of student movement requests and teacher authorisations

Daily Organiser: The staff member responsible for organising daily staff supervision duties and any necessary variations.

POLICY STATEMENT

In order to protect students from reasonably foreseeable risks of injury, including hazards that are known or could have been foreseen and prevented, the College will ensure that students are appropriately supervised when in the care of staff.

Supervision will be provided to students that takes into account the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual impairments
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

Supervising staff will receive first aid training and the school will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

Supervision before, during and after school (Yard Duty and Bus Duty)

College grounds and arrival / departure regions are supervised by school staff from 8.30am until 3.50pm on school days. Outside of these hours, school staff will not be available to supervise students, and parental/guardian/carer cooperation is essential to manage safety issues before and after school. Students may access the Learning Centre and Innovation Precinct common areas for self-directed learning until 5.00pm. Students who remain in the school grounds after this time will be taken to school reception to await collection by their parents/guardians/carers. A phone call will be made to the parents/guardians/carers or emergency contact if the parents/guardians/carers cannot be contacted.

All teaching staff at Sacred Heart College assist with yard duty and bus duty supervision, and are rostered to ensure adequate supervision. The Daily Organiser is responsible for preparing and communicating the yard duty and bus duty rosters on a regular basis. Teachers will be designated specific yard duty and bus duty areas.

Before, during and after school supervision locations are indicated in Yard Duty and Bus Duty Map and Responsibilities documents. Identifying vests must be worn while conducting yard and bus duty, and first aid kits must be carried whilst on yard or bus duty. Both items are located in the main staff workroom of the Heritage Building. When changing between Lunch 1 and Lunch 2 duties, staff must exchange vests and first aid kits. First aid kits contain items necessary in an emergency, and where items require replacement the College First Aid Officer must be notified.

- Whilst on Yard Duty or Bus Duty the following requirements must be adhered to:
- Ensure appropriate behaviour of students and respond to disorderly behaviour, risk taking or health and safety issues
- Ensure students are using correct rubbish bins and ask students to tidy areas if required •
- Ensure all ball sports or physical activities occur in designated areas
- Ensure students do not access out of bounds areas or leave the College grounds without permission •
- Within the Canteen and Cafe areas, ensure students queue appropriately and are polite to staff •
- During hot weather, role model and promote SunSmart behaviour
- During wet weather, move students to designated wet weather areas and engage in supervision of these indoor areas
- Actively move around designated yard duty area, maintaining visibility to ensure students can access support if required
- Check for cleanliness and misbehaviour in toilet areas and report any issues requiring attention •
- Ensure students adhere to College Uniform and Mobile Phone policies
- Remain on duty in designated area until replaced by next teacher between Lunch 1 and Lunch 2 •
- Be vigilant to ensure only approved visitors are on school grounds

- Direct students to class when warning bells sounds at end of recess and lunch
- Ensure students remain within College grounds prior to boarding buses at end of day • Ensure students are kept clear of roadways and use only appropriate crossings as they leave school premises
- Ensure the orderly boarding of buses

At all times teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard or bus duty.

Supervision of Students during class time (all indoor and outdoor activities)

The duty of teachers includes exercising reasonable supervision during scheduled class time. The degree of supervision depends on the factors making up the class, type of class and the behaviour of students.

In order to respond responsibly and reasonably, teachers need to be aware of group dynamics within the particular class, especially situations that may develop into harassment, intimidation, victimisation, physical violence, fighting, misbehaving, throwing objects or arguing.

The following requirements will be following in regard to indoor and outdoor activities that occur on the school premises within scheduled class time:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class
- Students will be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular routine
- Adequate age appropriate supervision in class, including consideration of the nature of activities being undertaken to ensure proper use of equipment, prepare handling of any hazardous substances and use of relevant protective equipment
- If teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher
- Educational support staff, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students with even greater care for younger students or students at risk
- Trainee teacher, educational support staff, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of of the classroom teacher
- Classroom expectations are designed at the start of each year to set appropriate boundaries and assist the smooth conduct of the class

Incursions (Activities onsite involving external providers)

In approving an incursion, the principal or delegate must be satisfied with the educational need to engage an external provider. At all times an external provider is presenting to or working with students the classroom teacher is present to actively oversee all interactions and the safety and wellbeing of the students in their duty of care.

When external providers are participating, the principal or delegate and the teacher appointed as leader should have access to the following information about the instructors:

- qualifications and skills
- experience
- public liability insurance coverage (where applicable)
- suitability as persons working with young people as evidenced by current teacher registration or a WWCC.

Information is collected in accordance with the Privacy Act 1988 (Cth).

The following requirements will be followed in regard to activities involving external providers:

- The school is responsible for students at all times, and this responsibility cannot be delegated to the

external provider.

- The classroom teacher, or teacher in charge of the group is responsible for the group at all times. • When an external provider is involved in working with a class or group of students a teacher will be present throughout the activity.
- External providers are required to sign in at the school office, and wear a Visitor's Identification Card. • External Providers must have a WWCC. The WWCC Number must be recorded by the teacher organising the activity.
- A record of the activity will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.
- If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers in the school, e.g. music lessons, NDIS providers.
- If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.

Excursions (Activities offsite)

In approving an excursion, the principal or delegate must be satisfied that the number and qualifications of the staff attending the activity provide students with the level of supervision that is necessary for the activity to protect the students from reasonably foreseeable risks of injury (Duty of Care). Supervision and Ratio requirements will be in alignment with the Department of Education's staffing and supervision requirements.

<https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>

In addition to teachers employed by the school, excursion staff may include other adults attending in a volunteer capacity, such as parents and guardians, members of the Catholic school community or trainee teachers. Those volunteers who are not registered teachers are required to have a Working with Children Check (WWCC) with a satisfactory outcome. Names of volunteers should be recorded for the purposes of workplace insurance.

The following requirements will be followed in regard to off-site activities including camps, excursions and local functions:

- For each offsite activity, there is a designated teacher-in charge.
- All teachers and assistants must refer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern.
- All teachers are responsible for all of the students in the activity.
- Helpers in the activity are there to support teachers, but are not authorised to make decisions for the group.
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students.
- Teachers need to use a method of accounting for all students at any given point during the activity. • If students need to use public toilets, they should be accompanied to the toilet block by an adult so as to monitor their safety at all times.
- A record of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity. This includes a risk assessment for the activity proposed.
- When an excursion involves an external provider working with a class or group of students a teacher will be present throughout the entire activity. External Providers must have a WWCC. The WWCC Number must be recorded by the teacher organising the activity.

School sponsored activities outside of school hours

School sponsored activities (such as sport, debating, choir practice) arranged before or after school will have appropriate supervision in place for attending students, depending on the time and location of the activity.

The following requirements will be followed in regard to out-of-class activities outside of school hours:

- For each activity, there is a designated teacher-in charge.
- All teachers and assistants must refer to the teacher-in-charge for decision-making, changes in direction or issues of concern.
- All teachers are responsible for all of the students in the activity.

- Helpers in the activity are there to support teachers, but are not authorised to make decisions for the group.
- Teachers need to use a method of accounting for all students at any given point during the activity.
- A record of the activity will be completed by the Teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity. This includes a risk assessment for the activity proposed.

Implementation

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students.

Any queries of points of clarification should be referred to the Principal or Deputy Principal - Staffing and Student Programs.

This policy will be implemented through a combination of

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary

RESPONSIBILITIES

The College Leadership Team will ensure:

- The College and workplace participants are aware of all obligations in relation student supervision
- School supervision is provided from 8.30am until 3.50pm each school day
- Families are informed about supervision available before and after school
- Families are informed of times when supervision arrangements will vary from the normal procedures eg: Major College events
- Sufficient teachers are available to supervise the departure of students at the end of the school day
- Teachers supervising departures are not called away for other duties without alternate supervision being arranged

Teachers will:

- Supervise students in accordance with the relevant policy, guidelines and legislation
- Inform the Daily Organiser in a timely manner in the event they are unable to perform their allocated supervision duties
- Use the student digital movement log when permitting students to leave a learning space

The Daily Organiser will:

- Communicate with teachers regarding duty locations, duties and expectations
- Arrange for adequate supervision in accordance with policy, guidelines and legislation
- Arrange alternative supervision where a teacher is unable to meet their supervision requirements

The role of Workplace Participants

All College Workplace Participants must:

- comply with College policy and procedures in relation to supervision, vigilance and child safety compliance

The role of Families

As the primary carers of their children, families are responsible for the care and supervision of students when:

- travelling to and from school
- outside the times of school supervision before and after school

Families should also advise their children on acting responsibly whilst travelling to and from school.

The role of Students

Students are expected to:

- behave responsibly while travelling to and from school

- remain in, or move from, any designated area when directed to by a College staff member •
- move sensibly and purposefully during inter-class movement time
- inform staff of their whereabouts and use the digital movement log to seek permission to exit a learning space

ASSOCIATED PROCEDURES

- College Bell times
- Yard and Bus Duty rosters
- Yard and Bus Duty Maps and Responsibilities
- Risk Management Procedures
- Emergency Management Procedure

RELATED DOCUMENTS

- Child Safety and Wellbeing Policy
- MEL Code of Conduction
- Student Positive Behaviour Policy
- Student Expectations
- SHC Extras Policy
- Excursion/Camp Risk Management Guidelines
- First Aid Policy and Guidelines
- Victorian Department of Education Supervision Policy

DOCUMENT CONTROL

Date Approved: 26 October 2022

Name: Anna Negro, Principal

Signature:

Sponsor: Deputy Principal – Staffing and Student Programs

Date presented at Advisory Council Meeting: 26 October 2022

Reviewed by:

- School Committee: N/A
- Sub Committee of the College Council: N/A
- Student Leadership House Focus Team: N/A

Person/s responsible for implementation: Deputy Principal – Staffing and Student Programs
College Leadership Team members

Location checklist: Staff Handbook Student Space Parent Portal Website

VERSION HISTORY

Version Date approved Next review

1.0 2017 (creation) 2019

2.0 2019 (update – covid delayed) 2022

3.0 Sept 2022 2025