Park Ridge Primary School
Supervision of Students Policy
November, 2016

Rationale

The Supervision of Student policy has been developed to ensure that Park Ridge Primary School staff have an adequate awareness and understanding of their duty of care obligations and responsibilities to provide adequate supervision to students. It will also ensure staff are aware and understand their obligation to conduct themselves consistently with these legal obligations and responsibilities at all times.

Aim

• Principals and teachers have a special duty of care in relation to their student and to take steps that are reasonable in the circumstances to protect students from risks of injury that should reasonably have been foreseen. This duty includes providing an adequate system of supervision
• The duty is not to prevent injury in all circumstances – it is a duty to take reasonable steps to prevent injury which is known or foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors:
  o The probability that the harm would occur if care were not taken
  o The likely seriousness of the harm
  o The burden of taking precautions to avoid the risk of harm
  o The social utility of the activity that creates the risk of harm
• The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the relationship between staff and student extends to individual circumstances, whether the risk was known or foreseeable, and whether there were any reasonable steps that could be taken to prevent the injury from occurring
• The duty is non-delegable, meaning that it cannot be assigned to another party

Implementation

Before School and After School

• Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:
  o Monitoring of entry or exit points and/or designated pick up and drop off areas
  o Yard supervision
  o Classroom supervision
• At Park Ridge Primary School, supervision at the beginning of the school day will commence at 8:30am. This supervision will include monitoring the main school entrances at the front and back of the school, hard courts, school oval and podium area
• Supervision at the end of the school day will be provided until 3:30pm. This supervision will include monitoring the main school entrances at the front and back of the school, hard courts, school oval and podium area
• If a parent and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the Principal Team will, as soon as practical, follow up with the parent and carer to:
  o advise of the supervision arrangements before school, and
  o request that the parent or carer make alternate arrangements
• If a parent or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:
• Attempting to contact the parents or carers
• Attempting to contact the emergency contacts
• Placing the student in the Out of School Hours Care Program (if appropriate)
• Contacting the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student

Classroom
• The classroom teacher has ultimate responsibility for the supervision of all students in their care
• This duty cannot be delegated to external education providers, parents/carers or trainee teachers
• No student should be left unsupervised inside the classroom
• No student should be left unsupervised outside the classroom
• No student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour
• Withdrawal from the classroom is only to occur in accordance with the school’s Behaviour Management Policy
• If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact one of the Assistant Principals for assistance. The teacher should then wait until alternate supervision is being provided prior to leaving the classroom.

Recess and lunchtimes
• The Principal Team is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated on the roster
• At Park Ridge Primary School, our Assistant Principal (Administration and Wellbeing) is responsible for preparing and communicating the yard duty roster on a term basis.
• At Park Ridge Primary School the designated yard duty areas are:
  o Area 1 – which includes the junior playground, fitness track, around Rooms 2-5 and the Wentworth Building
  o Area 2- which includes the area around the Curry Building, including the senior playground
  o Area 3 – which includes the school oval
  o Area 4 – which includes the podium area, the hard courts and around Rooms 17-24, including the back entrance to the school
• Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable
• During yard duty, supervising teachers should be guided by the following:
  o Wear a fluorescent vest to ensure they can be easily identified by students
  o If the designated area is large in size, teachers are expected to methodically move around the area rather than remain static in the one position. This increases the ability to appropriately monitor student activity
  o Be alert and vigilant
  o Intervene if potentially dangerous behaviour is observed in the yard
  o Enforce behaviour standards and implement logical consequences for breaches of safety rules
  o Ensure that students who require first aid assistance receive it as soon as practical
• If the supervising teacher is unable to conduct yard duty at the designated time, he or she should contact the Assistant Principals to ensure that alternative arrangements are made
• If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact the Assistant Principals, but should not leave the designated area until the relieving teacher has arrived in the designated area
• If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave the designated area until a relieving teacher has arrived in the designated area

Late arrival or early departure
• The Principal Team will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (e.g., late arrival or an early departure)
• The safe collection and drop off procedure will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure
• In relation to early departure from school, the procedure will also include:
  o Students will be only permitted to leave the school premises under the supervision of a parent/carer or another person authorised by parents to collect the student
  o If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person’s identity
• At Park Ridge Primary School, the procedure is as follows:
  o Authorised parents or guardians sign out their child at the office
  o The office staff will locate and make an announcement for the child to come to the office
  o The teacher in charge of the child at that time will receive the early departure slip
  o The early departure slip is then kept with the classroom teacher for filing and school records

Visitors
• The Principal Team will ensure that there is a procedure to monitor all visitors to the school
• As a minimum, this procedure must require all visitors arriving and departing the school premises during school hours to use a sign-in system at the school office
• At Park Ridge Primary School, the procedure is as follows:
  o All visitors must sign in and record their details via the digital sign-in system at the school office
  o Visitors must clearly wear the lanyard provided which highlights they are an approved visitor to the school
  o All visitors must sign out and return their lanyard at the office

Use of Technologies
• Teachers and other staff of Park Ridge Primary School also have a responsibility to reasonably supervise the use of digital technologies, and the use of online learning environments at school
• In doing so, teachers and other staff should be guided by the following:
  o Relevant Departmental policies (e.g., Student Engagement Guidance, Bully Stoppers, Acceptable Use Policy)
  o Relevant Park Ridge Primary School policies (e.g., Digital Citizenship School Agreement)
• It is important to note that:
  o It is not reasonable or practicable for a teacher or member of the Principal Team to inspect every website that will be accessed by a student. The nature of the Internet means that there can be no guarantee against inappropriate content or changing circumstances in website content
  o It is not reasonable or practicable for a teacher or member of the Principal Team to supervise an online learning environment 24 hours a day
• The Principal Team and teachers are expected to respond to an online incident that impacts on students at the school as soon as they have knowledge of its occurrence
• At Park Ridge Primary School, the procedure is to follow in accordance with our Digital Citizenship School Agreement and subsequent guidelines which are signed by parents and students.
Incursions

- Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class
- Visitors, speakers and instructors should not be responsible for supervising students on the school premises

Excursions and camps

- The Principal Team must ensure that students participating in excursions and camps are appropriately supervised.
- Supervision can be provided by teachers, Education Support Officers, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors.
- The Schools Policy and Advisory Guide provide minimum requirements for staff-student ratios.
- The Principal Team should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:
  - The experience, qualifications and skills of staff
  - The age, maturity, physical characteristics and gender of the students
  - The size of the group
  - The nature and location of the excursion or camp
  - The activities to be undertaken
- Most excursions and camps must:
  - be under the direct control of a teacher with at least one other excursion staff member present
  - have enough teachers to maintain appropriate control of the excursion and each activity
  - have teachers comprising at least half of the excursion staff
- Any person who supervises students on an excursion or camp must have a Working with Children Check
- Prior to the commencement of the excursion or camp, the Principal Team must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students
- The supervision of students on a camp or excursion will include the following:
  - Retaining copies of all confidential medical forms and permissions slips for each student who is participating in the excursion or camp
  - Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity
  - Ensuring that the venue, transport and activities conducted adhere to Department of Education and Training (DET) guidelines
  - Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
  - Ensure that students who require first aid assistance receive it as soon as practicable
  - Ensure that risk management plans and emergency management plans are implemented as necessary

Roles and Responsibilities

- The Principal Team will:
  - Regularly communicate the duty of care and supervision obligations and responsibilities to all staff
  - Regularly communicate the supervision arrangements to parents
  - Determine the level of student supervision to be provided to students in all circumstances
Allocate specific responsibilities to staff members to provide the supervision that is required
Communicate the specific supervision responsibilities allocated to staff members
Regularly review the level of student supervision provided to students and make adjustments as and when deemed appropriate
Regularly review the duty of care and supervision policy to ensure that it is consistent with the advice contained with the School Policy and Advisory Guide, and continues to meet the duty of care obligations and responsibilities for all students

Teachers and other staff will:
- Comply with the lawful and reasonable directions of the Principal Team
- Comply with any DET and school policies
- Perform supervisory duties as required

Parents, guardians and carers will:
- Make appropriate arrangements for the transport, care and supervision of students travelling to and from school
- Make appropriate arrangements for the care and supervision of students outside the times of school staff supervision before and after school
- Comply with late arrival and early departure policies and other school based policies

The Principal Team will communicate this policy to all staff using the following mechanisms:
- A copy of this policy will be provided to each member of staff in the Staff Handbook at the first staff meeting at the commencement of the school year.
- New staff will be informed of this policy as part of the School’s Induction and Orientation Program
- School staff will be directed to familiarise themselves with all relevant sections of the Schools Policy and Advisory Guide

Related School Policies
This policy should be read and understood in conjunction with (but not limited to) the following school policies:
- Incursions and Excursions Policy
- Camps policy
- Incursion policy
- Anti-Bullying and Anti-Harassment policy
- Mandatory Reporting policy
- Student Supervision policy
- Student Engagement & Inclusion policy
- Behaviour Management Policy

Evaluation
This policy will be reviewed as part of the school’s three-year review process or more often if necessary due to changes in legislation, policy or local circumstances.

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<tr>
<th>Policy:</th>
<th>Supervision of Students</th>
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<tbody>
<tr>
<td>Date Approved:</td>
<td>November, 2016</td>
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