

# Student Supervision Policy (Duty of Care)



## Rationale

The College holds a legal Duty of Care to supervise and protect all students whilst on school grounds and involved in school related and organised activities. The purpose of supervision is to safeguard the welfare of all students through the promotion of a safe and supportive environment. This policy covers supervision for on-site and off-site activities.

Adequate supervision of students is a requirement of the school's duty of care.

"Duty of care" is an element of the tort of negligence. In broad terms, the law of negligence provides that if a person suffers injury as the result of the negligence of another, they should be compensated for the loss and damage which arises from the negligent act or omission.

## Aim

To provide adequate and appropriate supervision of students on site and off site, and to ensure that any issues that may arise with student health and safety are handled according to the Bayview College Child Safety, welfare and behaviour management policies.

Staff have a duty of care to protect the wellbeing of all students. The level of care required (for example, the extent of supervision provided) needs to be in accordance with the maturity and self-reliance of the students in question. Risks associated with the activity being undertaken need to be assessed and addressed before the activity is undertaken, and risks need to be monitored and responded to throughout the duration of the activity.

The effective management of identified risks will require closer supervision and increased care for younger and less mature students. Adequate training and instruction of staff are key factors in controlling and managing risks.

## Scope

This policy applies to the supervision of students at Bayview College when they are in the care of the school. This includes times when students are undertaking on-site and off-site activities, activities provided by an external provider and in and out of school hours school activities including overnight, weekend and extended trips. The policy applies to staff and others placed in a position of responsibility, or who have responsibility for the supervision of students.

## Factors Affecting Supervision

Teachers will account for the following factors when supervising students:

- The capacity and maturity of the group, including individual students with identified special needs.
- The type and nature of the activity being undertaken, e.g. type of lesson, sports activity or excursion.
- The equipment, physical conditions (including the site), buildings and playground area.

- The age, maturity, nature and number of students.
- The number of teachers available
- Climatic conditions
- Environmental factors e.g. Coastal, snow, bush
- Emergency situations, e.g. flood, bushfire.
- Other aspects including potential hazards, e.g. building work in progress, vehicle movement within the grounds, school fences.
- The recommended staff/student ratios and the maximum number of students for particular activities must be adhered to. They are the minimum required for the conduct of the activity and are based on considerations of safety, realistic workload and intended educational outcomes. In all cases, the maximum number may require reduction to comply with the requirements of venue-specific requirements or specific environmental condition, e.g. weather.
- There is a higher duty of care for those areas, including facilities and equipment, which are inherently dangerous. Such areas include laboratories, gymnasiums, kitchens and school workshops.

## On-Site Risk Management

On-site risk assessment is undertaken by the OHS Committee at their regular meetings. Any supervision issues arising from the risk assessment of the buildings and grounds are reviewed regularly by the OHS committee at the meetings

Teachers on yard duty will report any OHS risks observed to the OHS committee to the Business Managers via email or immediately in person if the risk is great.

Teachers in classrooms, will report any OHS risk observations to the OHS committee to the Business Manager via email or immediately in person.

## Implementation On-Site:

- Supervision of students is the responsibility of all staff.
- A roster system is used to timetable staff members for on-site supervision.
- On site/yard supervision includes before school, recess and lunch breaks, and after school.
- Parents are informed regularly via e-communications that staff members are not rostered to take yard duty until 8:30am each morning. Parents are discouraged from sending their sons and daughters to school before this time.
- Parents are also informed via the **newsletter** that staff members are not be rostered to undertake yard supervision after 3.30 pm each day. Parents are required to make sure that their sons/daughters have been collected or have left the school grounds by this time. Unless they are attending Wednesday Homework Club or teacher organised activities.
- The yard supervision roster requires staff members to undertake yard duty before school, for recess, for half of lunch-time, or after school on specific days.
- The Daily Organiser is responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.

- The roster of recess and lunch duties requires a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school. This roster is modified on days when full year levels are involved in other activities off campus.
- Yard duty staff members are encouraged to keep a record of individual student behaviour or Child Safety concerns should it require any follow up procedure, and inform Year Level Co-ordinators
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing on occasion.
- Yard Duty staff are responsible for implementing Sun Smart behaviours in Terms 1 and 4. Staff will be required to wear hats during Term 1 and 4.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to contact the Daily Organiser to either make a swap with another staff member, or discuss the matter.
- Staff on yard supervision must approach intruders or unknown people in the yard to ensure student safety.

## Off-Site Risk Management

Risk assessment for off-site activities are to be carried out by the organising teacher and OHS officer before any off-site activity is undertaken. Risk management strategies for off-site supervision include:

- Signed parent permission for local area excursions. This is distributed annually to parents and covers all local area excursions around the Portland township with minimal risks associated.
- Risk assessment forms (See Appendix) are completed and all aspects of risk management reviewed before the excursion or camp is undertaken. Planned activities will not occur if the risk is deemed too high.
- Class meetings are held for overnight camps to brief participating students/parents on their roles and responsibilities
- For camps and off-site activities that are scheduled during the summer period, school staff liaise closely with the CFA and authorities prior to and during the event to monitor student safety and bushfire risk.
- When students are engaged in remote learning due to school shutdown (eg. Government direction during pandemic, significant OHS issue on campus) attendance and participation are monitored each lesson and the *Working from Home Policy* and *Remote Learning Code of Conduct* applies.
- For students undertaking VET certificates at South West TAFE, or other TAFE provider the college signs an annual VET Purchasing Contract with TAFE that outlines the agreed responsibilities of the College and the TAFE in relation to students' supervision and Child Safety.
- For work experience, structured workplace learning and school-based apprenticeships, the College uses the Department of Education *Work Experience Arrangement Form* and process, which includes the agreed responsibilities of each party, and the Principal (or delegate) is the final signatory to the agreement.
- When students are undertaking Work Experience, structured workplace learning and/or school-based apprenticeships each student is visited in the workplace (or a

phone call is made for placements that are not local) by a member of staff to check on supervision and suitability of placement.

- Workplaces are provided with information about the Child Safe Standards and uses the Department of Education *Fact Sheet for Employers*.

## Implementation Off-Site

Supervision for excursions and camps is the organising teacher's responsibility and is articulated in the Bayview College School Excursion Policy. It is signed off prior to the event by a member of the Executive Team.

- The appropriateness of the venue/camp must be considered in the light of seasonal and locality factors that might increase risks (bushfire season).
- Prior to undertaking an offsite activity in a bushfire area or season, organising and supervising staff must ensure that there is adequate pre-excursion planning and emergency preparation, including preparing students undertaking the activity in anticipation of bushfire risk.
- Preparation will include regular checks of the CFA website for alerts, having a school-based person monitor any developments and be in regular contact with those off-site in the event of a developing situation; seeking advice from external activity organisers and checking for ISV/DEECD alerts.
- Wherever a school endorsed activity takes place outside the school premises, outside normal school hours or by an external provider, consent must be obtained from the parent/caregiver of each student. Details provided on the consent information should include:
  - times, date/s, venue contact details and itinerary
  - number and year levels of participating students
  - name/s of supervising teacher/s and other assistants
  - transport, accommodation, meal and first aid arrangements
  - arrangements for students not participating
- When an activity involves overnight or isolated circumstances, and both male and female students are involved, there must be both a male and female leader, one of whom must be a teacher.
- All people involved in the activity must be provided with the opportunity to fully understand their rights, responsibilities, roles and duties.
- All people involved in the activity must be aware of the supervision arrangements and appropriate standard of behaviour required.
- Supervision must take into account the degree of risk associated with the planned activities and the skills, knowledge and experience of all staff and their capacity to manage emergency situations.
- An emergency contingency plan is developed by or under the direction of the Principal before embarking on an off-site/activities conducted by an external provider/variation to school routine activity. Suitable arrangements should be made to ensure that contact can be made expeditiously with the planned venue, parents, medical authorities or other personnel.
- Staff attending must have up-to-date First Aid Qualifications (including Anaphylaxis) and must ensure that the First Aid Kit taken is adequate for the nature of the activity being undertaken.

- Should we also include – that all staff going on camps/excursions will preview the class list and medical records before the camp

## Associated Documentation

Staff Handbook

Incident and Emergency Management Policy

Risk Assessment and Management Policy

OHS Policy

Excursions Policy

First Aid Policy

Anaphylaxis Policy

Ministerial Order 706

Working from Home Policy

Ministerial Order 870

Student Code of Conduct

# Appendix

**Risk Register**  
Supervising teachers/staff:

**Risk Manager:**

Program/Excursion:

Year Level:

Dates:

Location(s):

Risk Description	Existing Controls	Rating			Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>• What will be done?</li> <li>• Who is accountable?</li> <li>• When will it happen?</li> </ul>
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	
		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	

**Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.**

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

<b>Consequences</b>	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
<b>Likelihood</b>					