



SUPERVISION & DUTY OF CARE

1. Policy Objective

To ensure that Moolap Primary School staff have an adequate awareness and understanding of their duty of care obligations and responsibilities to provide adequate supervision to students.

To ensure that Moolap Primary School staff conducts themselves at all times consistently with these legal obligations and responsibilities.

2. Policy statement

Principals and teachers have a special duty of care in relation to their students 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 the duty to provide an adequate system of supervision.

The duty cannot be assigned to another party.

3. Supervision Policy

The principal is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.

Teachers and other school staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, times and places.

Before School & After School

At Moolap Primary School supervision at the beginning of the school day will commence at 8.45 a.m. This supervision takes place inside classrooms.

Supervision at the end of the school day is provided 3.20 – 3.35p.m. This supervision is at the gate area of the car park.

- Parents will be reminded regularly on times students are supervised and that they make alternate arrangements for their child if necessary.
- If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps include the following:
 - At the end of gate duty (3.35 p.m.) remaining students will be sent to the general office.
 - At 4.00 p.m. the office will attempt contacting the parents, guardians or carers to advise that child has not been collected.

If the school has prior agreement with the parent, the child will be sent to After School Care and the parent notified that they can collect their child from there.

If no agreement has been made and the parent / guardian / emergency contact is unable to be contacted / collect the child, the following will apply:

- Attempt to contact emergency contacts ,
- If unable to contact parents / carers or emergency contacts the office will contact the Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Classroom

- Classroom teachers have ultimate responsibility for the supervision of all students in their care.
- This duty cannot be delegated to external education providers parents or trainee teachers.
- In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur by the student being sent to the general office / Principal.
- If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact the office / neighbouring class teacher for assistance. The teacher should then wait until alternate supervision is provided prior to leaving the classroom.

Recess and lunch times

At Moolap Primary School the Principal is responsible for preparing and communicating the yard duty roster each semester. At MPS the designated yard duty areas are the front and back of the school, and an alternative play space.

Teachers 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:

- Methodically move around the area rather than remain static in the one position. Be alert and vigilant.
- Intervene if potentially dangerous behaviour is observed in the yard.
- Enforce behaviour standards and implement logical consequences for breaches of safety rules.
- Ensure that students who require first aid assistance receive it as soon as practicable.

If the supervising teacher is unable to conduct yard duty at the designated time, he or she should try to make arrangements for another teacher to swap their duty. If he/she is unable to do this he/ she needs to contact a member of the leadership team / or Principal 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 staff room 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/staff room, but not leave the designated area until a relieving teacher has arrived in the designated area.

Arriving Late

- Students are to report to the office with parent / guardian and are to be signed in by parent / guardian in the Sign In / Sign Out Book.
- Student will receive a green 'Student Pass In' card which is required to be given to their class teacher.

Students Leaving Early

- When practicable give the class teacher prior notice of an early departure from school.
- Parent / guardian to sign out their child at the Office in the Sign In / Sign Out Book.
- Parent receives a red 'Student Pass Out' to take to the class teacher on collection of their child.
- If the child is collected during lunch or recess the office staff MUST be notified and the child signed out at the office.
- Students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student.
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity.

Visitors

- All visitors are to make themselves known to the school office staff;
- All visitors must sign in using the Sign In / Sign Out Book at the office;
- Visitors will receive a "Visitor" lanyard which is to be worn at all times during their visit to the school;
- On departure, visitors are to return lanyard to the office and 'sign out'.

Use of information and communication technologies

Teachers and other staff of MPS also have a responsibility to reasonably supervise the use of information and communication technologies, and the use of online learning environments at school. Staff should be guided by the following:

- Relevant Departmental policies (eg. Student Engagement Guidance, Bully Stoppers, Acceptable Use Policy);
- Relevant MPS policies including Acceptable Use Agreements;
- It is not reasonable or practicable for a teacher or principal 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;
- It is not reasonable or practicable for a teacher or principal to supervise an online learning environment 24 hours a day;
- The principal 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.

Incursions

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

Excursions and camps

The principal 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.

Minimum requirements for staff-student ratios will be used.

Most excursions and camps will be -

- 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 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 permission 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 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

4. Roles and Responsibilities

The Principal 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 of the 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 *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;
- Comply with all Department and school policies;
- Perform supervisory duties as required.

Parents, guardians and carers will

- Make appropriate arrangements for the transport, care and supervise students travelling to and from school;
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school;
- Comply with late arrival and early departure policies and other school based policies.

5. Procedures for Implementation

The Principal will communicate this policy to all staff using the following mechanisms:

- School staff will be directed to familiarise themselves with all relevant policies available in Staff Share;
- Relevant policies will be provided at staff meetings as required.

6. Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- Excursion & Camps policy
- Incursion policy
- Bullying & Harassment policy
- Mandatory Reporting policy
- Onsite Supervision policy
- ICT policy
- Student Engagement & Inclusion policy

7. Links

School Policy & Advisory Guide –

[Excursions – Staffing and Supervision \(insert link\)](#)

8. Evaluation

This policy will be reviewed annually or more often if necessary due to changes in legislation, policy or local circumstances.

Reviewed: Meeting 3, 2016