

# SUPERVISION & DUTY OF CARE POLICY

Lowanna College: School Number 01-8821

## Rationale:

At all times, all school staff have a duty of care to provide an adequate system of supervision to protect students from foreseen risk. This duty may extend outside school hours and outside school premises.

## Aims:

- To ensure that Lowanna College staff have an adequate awareness and understanding of their duty of care obligations and responsibilities in delivering suitable supervision to students at all times.
- To ensure that Lowanna College staff consistently observe their legal obligations and responsibilities.

## Implementation:

1. The College 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.
2. School staff are responsible for following reasonable and lawful instructions from the College Principal, including instructions to provide supervision to students at specific dates, times and places.
3. Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:
  - a. Monitoring of entry or exit points and/or designated pick up and drop off areas;
  - b. Supervision of the arrival and departure of contracted school buses until the last bus departs;
  - c. Yard supervision;
  - d. Classroom supervision.
4. At Lowanna College, on a normal school day, supervision at the beginning of the day will commence at 8:05am and will be provided until 3.40pm when the last bus departs. Supervision will include a combination of the responsibilities outlined in point 3 above.
5. If a parent, guardian 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 College Principal will, as soon as practicable, follow up with the parent, guardian and carer to:
  - a. advise of the supervision arrangements before school;
  - b. request that the parent, guardian or carer make alternative arrangements.
6. If a parent, guardian 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:
  - a. Attempt to contact the parents, guardians or carers;
  - b. Attempt to contact the emergency contacts;
  - c. Contact Victoria Police and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.
7. The classroom teacher has ultimate responsibility for the supervision of all students in their care:
  - a. This duty cannot be delegated to external education providers, parents or trainee teachers;
  - b. No student will be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the College

'Behaviour Management Policy and Procedures';

- c. Teachers must continue to supervise their students whilst a visitor, speaker or instructor is presenting to the class and visitors;
  - d. speakers and instructors should not be responsible for supervising students on the school premises.
8. If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should contact a colleague for assistance. The teacher should then wait until alternative supervision is provided prior to leaving the classroom.
9. The College Principal is responsible for ensuring that students are adequately supervised during recess and lunch by developing a roster for staff to supervise students in designated areas for the time indicated in the roster.
10. At Lowanna College, staff responsible for managing the Timetable and Daily Organisation are responsible for preparing and communicating the yard duty roster. At Lowanna College the designated yard duty areas are:
- a. Before and After School Yard Duty:  
  
Bus Duty: This duty is to help ensure students enter and depart the College in a safe manner, particularly in a high traffic environment.  
  
Before School Yard Duty: General duty within the College grounds.
  - b. Recess and Lunch Yard Duty areas include:  
  
Area 1: The front of the school (between Newark Avenue and the A and J buildings. Includes bus shelters).  
  
Area 2: The Central Courtyard area, including in front of the Auditorium (between the S, A and J buildings and the Portables, M and C buildings).  
  
Area 3: The back of the school (between the Language Centre, Portables and M buildings and the Rail Trail back fence, including the oval).
11. The time allocation for yard duties are as follows:
- a. Before School: 8:05am - 8:20am or 8:20am - 8:38am
  - b. Recess 1: 11:17am - 11:27am
  - c. Recess 2: 11:27am - 11:38am
  - d. Lunch 1: 12:55pm - 1:20pm
  - e. Lunch 2: 1:20pm - 1:43pm
12. Staff on duty are required to wear a high visibility vest and either carry a mobile phone or a Walkie Talkie available from the General Office.
13. Teachers rostered for yard duty must remain in the designated area until the end of the break period or are replaced by a relieving duty teacher.

While on yard duty, supervising teachers should be guided by the following:

- a. If the designated area is large, teachers are expected to methodically move around the area rather than remain static;
- b. Be alert and vigilant;
- c. Intervene if potentially dangerous behaviour is observed in the yard;
- d. Enforce behaviour standards and implement logical consequences for breaches of safety rules;

- e. Ensure that students who require first aid assistance receive it as soon as practicable.
- 14. If the supervising teacher is unable to attend yard duty at the designated time, he or she should contact the Daily Organiser to ensure that alternative arrangements are made.
- 15. If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact a colleague for support and should not leave the designated area until the relieving teacher has arrived.
- 16. If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to a member of the College Principal team to ensure follow up and ongoing supervision of students in the College grounds.
- 17. The College Principal will ensure that the school has a procedure in place for the safe collection and drop off of students during school hours such as late arrival or early departure.

This procedure will include:

- a. a record of the date and time,
- b. the reason for the late arrival or early departure,
- c. and the person who has authorised the late arrival or early departure.

At Lowanna College, this procedure is to occur within the relevant Mini School office, or the General Office.

In relation to early departure from school, students will only be 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 Lowanna College staff, photo identification will be requested to verify the person's identity.

- 18. The Principal will ensure that there is a procedure to monitor all visitors in the school. At Lowanna College, this procedure requires all visitors arriving and departing the school premises during school hours to use the Compass Kiosk, located in the General Office foyer, to record their name, the date and time, and the purpose of the visit.
- 19. Staff at Lowanna College have a responsibility to reasonably supervise the use of information and communication technologies, and the use of online learning environments at school. In doing so, teachers and other staff should be guided by the relevant Department of Education and Training (DET) and Lowanna College policies. It is important to note that:
  - a. It is not reasonable or practicable for a staff member to inspect every website that will be accessed by a student;
  - b. It is not reasonable or practicable for a member of staff to supervise an online learning environment 24 hours a day.

Staff will respond to an online incident that impacts on students as soon as they have knowledge of its occurrence by employing the 'Behaviour Management Policy and Procedures'.

- 20. The College Principal must ensure that students participating in excursions and camps are appropriately supervised, as stated in the College 'Camps and Excursions Policy'. Supervision can be provided by teachers, Education Support (ES) staff, trainee teachers, volunteer parents and carers, campsite staff and specialist instructors. DET advise on minimum requirements for staff/student ratios, however, the College Principal will determine the appropriate and effective level of supervision for each individual excursion or camp.

## Evaluation:

This policy will undergo a major review as part of the College's three-year review cycle.

Lowanna College Council will review this policy annually and in doing so, will be consistent with any advice or instruction received from the DET.

This policy was last ratified by College Council on 15 August 2016.