Onsite Supervision Policy

Rationale:

Sunshine Special Developmental School (SDS) under its duty of care, must provide adequate and appropriate supervision of students.

All staff in a school have a responsibility to take reasonable steps to protect students from risks of injury, including those that may be encountered within the online learning environment.

All staff must understand their Duty of Care responsibilities and other school-based policies that work to support it such as the Student Engagement and Wellbeing Policy.

Aim:

To educate and reinforce to the staff and school community what steps need to be taken to ensure that we effectively manage the supervision of students to ensure adequate and appropriate supervision.

Implementation:

Definition:

“Duty of Care” is an element 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.

In order to successfully bring a claim in negligence for compensation for an injury, a person must establish, on the balance of probabilities, that:

- a duty of care was owed to the person harmed at the time of the injury
- the risk of injury was foreseeable
- the likelihood of the injury occurring was more than insignificant
- there was a breach of the duty of care or a failure to observe a reasonable standard of care
- this breach or failure was a cause of the injury.

The fact that a duty of care exists does not of itself mean that a school will be liable for an injury sustained by a student. In order for the student to succeed in a negligence claim, all of these elements must be established.

Whenever a staff-student relationship exists, staff have a duty of care. This has been expressed as: “a teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” (Richards v State of Victoria).

The nature and extent of the duty will vary according to the circumstances. For example, the standard of care required will be higher when taking a group of foundation students for swimming lessons than when teaching a group of year 12s in the classroom.

The important issue in all cases will be what precautions the school could reasonably be expected to have taken to prevent the injury from occurring.
Principals and teachers are held to a high standard of care in relation to students. The duty requires principals and teachers to take all reasonable steps to reduce risk, including:

- provision of suitable and safe premises
- provision of an adequate system of supervision
- implementation of strategies to prevent bullying
- ensuring that medical assistance is provided to a sick or injured student

Staff

- Supervision of students is the responsibility of all staff
- Staff are required to supervise all learning environments; the classroom spaces are also considered a learning environment. Therefore as part of that duty, staff are required to adequately supervise students who are working in these spaces
- A roster system will be used to timetable staff members for active supervision
- Learning Centre Leaders or a nominated teacher will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- Staff members who are aware that they cannot fulfil their active supervision obligations due to appointments or excursions etc are required to discuss the matter with their Learning Centre Leader or coordinating teacher.
- Active supervision requires staff members to undertake supervision from 8:50am - 3:10pm, and includes recess and lunch breaks, and bus supervision.
- Staff are required to actively supervise the school grounds when rostered to do so
- Staff are required to move around the designated playzone and refrain from having conversations with other staff members
- Casual Relief Staff will be responsible for the active supervision responsibilities of staff members they are replacing
- All available staff will undertake bus duty each morning and afternoon.
- Active supervision staff members will be provided with a high visibility vest, bum bag containing basic first aid supplies, pad and pencil and a whistle.
- Staff will be provided with hats and sun block to be worn in Terms 1 and 4 in line with our Sun Smart Policy*
- Staff members must be prompt at arriving at their active supervision location on time, and must ensure that all students have left the yard before completing their duty
- Staff will follow all guidelines for Positive Behaviour Support as set out in the Student Engagement and Wellbeing Policy.
- Active supervision staff members will record any incidents which occur during the break times using incident reporting processes
- Supervising staff will approach unknown people in the yard, or alternatively seek assistance
- The School Nurse will be responsible for supervision of the first aid room during recess and lunch times
- The School Nurse or Staff are required to write up all first aid treatments provided
- Students who have not been collected by a parent or carer at 3:10pm are taken to the office and a staff member will supervise the student until parents or carer arrive
- Staff are required to accompany their students from the classroom to the buses and pick their students up from the buses in the morning.
- A member of staff is to remain with a student or a group of students at all times
- Staff are required to ensure that they have adequate supervision when organizing excursions and that the staff student ratio complies with DET (Department of Education and Training) guidelines for the type of event.
- Staff are required to complete all appropriate risk management documentation before excursions, camps and swimming events
- Staff are required to notify the Principal or OHS (Occupational Health and Safety) representative of any ‘near miss’ events or dangers
Parents

- Parents are encouraged to contact the school if they become aware of any concerns involving their child or another person’s child.
- Parents are required to enter the school grounds to physically collect their child.
- Parents are required to ensure that their child is dropped off by 9:00 am collected by 3:00 pm if their child is not using the school buses.
- Parents to be aware that the school buses take preference dropping off and picking students up in the mornings from 8:50 to 9:15 am and in the afternoons from 2:45 – 3:15 pm.
- Parents are requested to minimise classroom disruption when they deliver and pick students up from the classroom.
- Records are maintained of visitors to the school.
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning.
- All visitors to the school are required to report to the main office and to log on as a visitor using the sign-in system.
- Parents will be informed regularly via the newsletter that staff members are not rostered to take active supervision until 8:45am each morning or after 3:10pm each day. Parents are discouraged from dropping their children to school before 8:45am and are required to make sure that their children have been collected by3:10pm. Students not collected by that time will be brought to the school office by the supervising teacher and the parents contacted.

Students

- Where possible are to report all playground incidents involving themselves or others to the staff on duty.
- Are not to enter classrooms without a staff member.
- Are to engage in appropriate use of the internet and school network.
- Are to adhere to the out of bounds areas e.g. car parks, the main road into the school, behind buildings and on top of buildings.
- Students must be signed out of the school if departing prior to the normal end of the school day.

Wet day arrangements

- Wet day timetables are determined and announced by a Learning Centre Leader or nominated Teacher.
- Students remain in their classrooms and staff are to make their own arrangements for supervision and relief.

Supervision Before and After School

- The school will provide staff supervision for students arriving before school between 8.50 am and 9.00am.
- This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Supervision of students during school events will be made available to our parent community.
- Sufficient staff members will be allocated by the school Principal to supervise students during these periods.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal.

Unauthorised Student Departure from School

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will also be made with the police and the Department’s Emergency and Security Management Branch, telephone 9589 6266 (24 hour service)

Early Departure of Students Prior to Dismissal Time

- Students must be signed out of the school if departing prior to dismissal time. A ‘Sign Out Register’ is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student’s name, grade, the time of departure and the name of the person collecting the student
- No parents/guardians are permitted to take students directly from the classroom
- Students can only be collected by a parent/guardian or parent nominee
- No students will be sent home on their own outside of normal dismissal time

Arrangements for Students Not Collected After School

- If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student
- Information about the whereabouts of the student will be left via a text message or voice message to parent or emergency contact

Arrangements for Student Supervision on School Camps and Excursions

- The school will provide supervision ratios in line with the Department’s policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns

References:

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