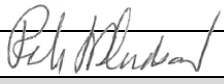




DUTY OF CARE: SUPERVISION OF STUDENTS POLICY

Recommended by SAC		Ratified	Next Review Date
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Fr. Peter Hudson		<i>Signature</i> 	
Document History			
3.0	2019	Duty of Care: Supervision of Students Policy	
2.0	2017	Duty of Care Policy	
1.0	2008	Duty of Care Policy	

Rationale

A safe environment plays an important role in assisting students to reach their potential and enhance their wellbeing. The teacher-student relationship is regarded legally as a relationship in which principals and teachers have a duty of care to:

- provide suitable and safe premises;
- ensure that procedures for child safety are implemented at all times;
- provide adequate supervision in all aspects of schooling;
- implement strategies to prevent bullying (including cyberbullying) and harassment;
- ensure that medical assistance or care is provided to a sick or injured student; and
- ensure the safety and wellbeing of students in an emergency or critical incident.

Definitions

Duty of care relates to the responsibility that principals and teachers have 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. 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:

- The probability that the harm would occur if care were not taken.
- The likely seriousness of the harm.
- The burden of taking precautions to avoid the risk of harm.
- The social value 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 the 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.

(Catholic Schools Operational Guide)

School environment means any physical or virtual place made available, or authorised by the school governing authority, for use by a child during or outside school hours, including:

- (a) online school environments (including email and intranet systems); and
- (b) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

(Ministerial Order № 870)

Policy Statement

St. Patrick's School provides effective student supervision and care to ensure that students are in a safe environment at all times.

Principles

- Learning within a safe environment plays an important role in student outcomes and their sense of wellbeing.
- The School Staff must take reasonable steps to ensure the safety of students, and others, within the school environment.
- Clear procedures and processes, which are applied consistently, are important in ensuring high standards of duty of care at all times.
- The school will comply with all diocesan and legislation requirements for child safety outlined in the Child Safe Standards (Ministerial Order № 870), including reasonable precautions to prevent the abuse of a child by an individual associated with the school, while the student is under the care, supervision or authority of the school.
- Effective strategies that ensure the safety and care of all students are implemented. This includes appropriate measures for younger students, students with disabilities and students at risk.
- All staff have a responsibility to take reasonable steps to prevent potential injury to students and others.
- Strategies are implemented, as required, for specific students, such as students with disabilities and varying age levels, to ensure that the environment is safe for all students.

Implementation

Playground Supervision

The Principal is responsible for ensuring that students are adequately supervised before and after school and during recess and lunch times. This will involve designating areas in the yard and developing a roster for staff to supervise students in the designated areas for the times indicated on the roster. The roster will be made available to all staff and be displayed in the staffroom, acknowledged in staff announcements (when known in advance) and, where appropriate, any short-term changes will be recorded on the staffroom noticeboard.

All teachers are required to do yard duty according to the designated roster for the times specified in the roster.

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.

Yard Duty Teachers:

- are expected to move around the area rather than remain static in the one position;
- should be alert and vigilant to what is happening in the yard and surrounding streets/areas;

- are not permitted to carry hot drinks while on duty (unless in a travel mug with a secure lid);
- ensure that students' behaviour is safe, sensible and fair and consistent with school expectations and rules;
- act as role models in demonstrating safe behaviour, for example, in wearing SunSmart hats;
- intervene if potentially dangerous behaviour is observed in the yard;
- enforce behaviour standards and implement logical consequences for breaches of safety rules (see Behaviour Management Policy);
- ensure that students who require first aid assistance receive it as soon as practicable;
- are to wear the school's hi-visibility vest and carry a first aid bag and school electronic communication device;
- record any incidents in the incident book located in the Staffroom or Administration Office, and if required, follow up with classroom teacher and parents;
- take preventative steps if any safety issue is identified, such as faulty playground equipment, and immediately notify the Principal or Administration staff. The area of concern is to be immediately closed to student use;
- ensure that the communication devices are returned to the nominated receptacles in the Staffroom.

If a relieving duty teacher does not arrive for yard duty, the teacher currently on duty should contact the Administration Office using the school communication device, or send a student messenger to the staff room, but should not leave the designated area until a relieving teacher has arrived.

If the supervising teacher is unable to conduct yard duty at the designated time, the Administration Office or Principal is to be contacted to ensure that alternative arrangements are made.

If a student leaves the school grounds without authorisation the Principal or Administration staff are to be contacted and the parents will be informed immediately.

If the supervising teacher needs to leave yard duty during the allocated time, the teacher must contact the Administration Office, or another staff member, but should not leave the designated area until a relieving teacher has arrived.

Designated Yard Duty Areas

At St. Patrick's School the designated yard duty areas for recess and lunch are all areas except out-of-bounds areas (which are to the west of the oval behind the cricket net, inside the buildings, behind the tanks, the gravel between the sports/maintenance shed and the oval and the tree plantation to the south of the oval).

The designated yard duty areas for before and after school are the undercover area, bus area and the front entrance/exit gate.

Inclement or Hot Weather

If the weather is unsuitable for outside play, students will be supervised in their classrooms. On these occasions the existing yard duty roster is to be implemented.

In the event of hot weather, the temperature and wind conditions will be taken into account.

The Principal, or their delegate, will determine when students are to remain inside at recess and lunch times.

If students are out in the yard before school, at recess or lunch, and the weather becomes inclement, the yard duty teacher is to ask students to move inside.

First Aid

Yard duty teachers are to use supplies in the first aid bag to treat minor injuries. Students may, in some cases, need to walk with the teacher or sit in a designated area for a short time. The teacher will then need to assess if further treatment is required.

In the event of a student requiring additional first aid, the student will be sent to the Staffroom with another student to find a staff member to assist with their requirements.

If a student requires immediate treatment for anaphylaxis then the teacher must follow the procedure stated in the school's Anaphylaxis Management Policy.

If a student is injured and should not be moved, or requires emergency assistance, the yard duty teacher is to use the school's electronic communication device to arrange for another staff member ring 000 and request an ambulance attend the school.

Before School and After School

Students are not permitted in school grounds before 8:40 a.m. and must have left the school grounds by 3:25 p.m.

Classroom teachers will supervise students for 15 minutes before classes commence. Students who are waiting for their parent or carer to collect them after 3.15pm will be supervised in the school foyer or classroom by school staff.

If a parent (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 will, as soon as practicable, follow up with the parent to advise of the supervision arrangements before school and request that the parent make alternate arrangements.

If a parent (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;
- attempting to contact the emergency contacts;
- contacting the Victoria Police (local police station) and/or the Department of Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

Parents will be informed via the website, and reminded in the school newsletter, of the designated supervision times.

Students who arrive late or leave early will be signed in or out at the school office. The Administration Officer will maintain a record of late arrivals and early departures.

Classroom Supervision

The classroom teacher has ultimate responsibility for the supervision of all students in their care. The classroom must be a safe learning environment at all times. This duty cannot be delegated to learning support officers, external education providers, parents, volunteers or students undertaking Pre-Service Teacher Education. 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 in accordance with the school's Behaviour Management Policy.

In order to provide a safe learning environment classroom teachers:

- must be organised and implement learning experiences that address all students' needs;
- interact regularly and positively with students in the classroom;

- ensure a consistent approach in relation to communication, expectations, student responsibilities and consequences applied to student breaches of expectations;
- inform and regularly remind students of acceptable internet and social media use;
- be vigilant and respond appropriately to any incidents of bullying and harassment;
- must be proactive in reporting any defects or safety concerns to the Principal or Administration Staff and take immediate steps to ensure the issue does not pose a risk to students and others;
- be consistent in their implementation of the Behaviour Management Policy;
- implement the processes for Child Safety Standards and Mandatory Reporting; and
- attend to student injuries/illnesses according to the First Aid and Medication Policy.

If a teacher needs to leave the classroom at any time during a lesson, the teacher should contact the Principal or their delegate. The teacher should then wait until alternate supervision is provided prior to leaving the classroom.

Teachers are required to be in attendance in their classrooms at the start of the day, at the end of recess and the end of lunch, to begin their teaching duties.

Teachers will not dismiss students earlier than 3:15 p.m., the end of day finish time.

Students will not be allowed to remain in rooms without direct teacher supervision.

Volunteers

St. Patrick's School welcomes volunteers to assist with school activities such as assisting in the classroom, maintenance, excursions and camps. St. Patrick's School implements the *CECV Guidelines on the engagement of volunteers in Catholic schools*.

St. Patrick's School volunteers will:

- have completed a Volunteer Application Form and undertaken a screening process as outlined in the *CECV Guidelines on the engagement of volunteers in Catholic schools*;
- have participated in an induction of relevant school policies and procedures including Child Safety Standards and their role as a volunteer;
- have a current Working with Children Check and, if required, a National Police Records Check;
- sign the Visitor's Register at the Administration Office on arrival, and when exiting the school;
- respect the Vision, Mission, ethos, and code of conduct of the school;
- be under the supervision of the classroom teacher at all times when engaged in learning activities; and
- be under the supervision of the Principal, or their delegate, at all times, when engaged in activities that have little or no student contact.

Incursions

Incursions are in-school experiences in which a visitor, such as a speaker or instructor, with certain skills or expertise, is invited by the teacher, to share their knowledge and skills with the students in a one-off session.

Incursion visitors:

- must sign the Visitor's Register at the Administration Office on arrival and when exiting the school;

- must respect the Vision, Mission, ethos and code of conduct of the school;
- are not responsible for supervising students; and
- must have a current Working With Children Check and if required, a National Police Records Check.

Classroom teachers must:

- closely supervise the visitor at all times including accessing facilities such as the Staffroom and staff toilets
- must make sure that the visitor does not have access to student personal information or use student toilets; and
- ensure that the visitor conducts the session in a safe manner and the content, equipment or resources used are also suitable and safe for students in a Catholic school.

Teachers must complete the school incursion form before the commencement of the activity. This form is filed in the school document management system and includes:

- Date and time of activity;
- Teacher and Class;
- Learning goal and outcomes; and
- Visitor name and background (relevant to the learning focus).

External Providers

External providers are contracted by the school to provide a service. This can include learning and teaching services, teachers or specialists from another school, health professionals, information technology technicians or trades peoples such as electricians or plumbers. St. Patrick's School follows the *CECV Guidelines on Engagement of External Contractors in Catholic Schools* to ensure the school meets its duty of care in providing a safe environment for students including procedures for Child Safety Standards.

All external providers must have a current VIT registration or Working With Children Check and, if required, a National Police Records Check.

Where an external provider is used to provide specialised learning and teaching such as a series of drama lessons, the students will be under the supervision of the classroom teacher if the provider does not have a current Victorian Institute of Teaching (VIT) teacher registration. A current Working With Children Check will be required and a National Police Records Check may be required.

The external provider will complete an induction on relevant school policies and procedures before commencing.

The classroom teacher will monitor and supervise the lessons and report any concerns to the Principal.

In the case of a specialised teacher from an external provider who has current VIT registration:

- The Principal will determine whether classroom teacher supervision and assistance is also required during the learning sessions.
- The Memorandum of Understanding (MOU) with the external provider will outline their responsibilities including duty of care. It is also the responsibility of the external provider to check the credentials of the person assigned to St. Patrick's School and other requirements outlined in the MOU.
- The Principal will also check with VIT the registration and proof of identity before the

external provider arrangement commences.

- The specialised teacher from an external provider will participate in an induction on school policies and procedures, including duty of care, before commencing teaching at the school.
- The Principal, or their delegate, will be responsible for monitoring and ensuring that the teacher from the external provider follows school policies and procedures.

Teachers with VIT 'Permission to Teach' are required to be supervised by a registered teacher at all times.

The school will, at times, engage external agencies to provide services such as Chaplaincy or health professionals. These services may require one to one contact with students without direct supervision. These providers will require a Working With Children Check and proof of identity, and will be inducted in school policies and procedures before commencing. They will be monitored by the Principal.

External contractors such as IT technicians and trades people will be engaged by the school and will have no, or limited contact, with students. The processes to be followed are outlined in the *CECV Guidelines on Engagement of External Contractors in Catholic Schools*. The Principal, or their delegate, will ensure that these procedures are followed as well as Occupational Health and Safety procedures.

All external providers or contractors, i.e. staff who are delegated by the external provider to provide a service to the school, regardless of the service they provide, must have a current Working With Children Check and undertake an induction process.

Offsite Activities

An offsite activity includes any excursion, camp (including study camps), interstate or overseas tour, holiday, trip or off-campus activity such as attendance at a sporting fixture. It does not include work experience programs.

Offsite activity staff are teachers, Learning Support Officers, Pre-Service Teacher Education students, volunteers (who have been approved as a school volunteer), campsite staff and specialist instructors who will supervise the students.

The Principal must ensure that students participating in offsite activities are appropriately supervised and that effective planning for the activities, and location facilities, meets student-learning needs within a safe environment.

A site specific Emergency Management Plan (EMP) must be completed. The plan must provide details for the school's response to managing bushfire risk when conducting an offsite activity. The offsite activity leader must liaise with the Principal after any incident or concerns regarding the EMP, location, external provider procedures and the surrounding environment.

The offsite activity leader, or Principal, must complete the Offsite Activity Checklist as soon as an Offsite Activity is being organised, and carry a copy of the EMP with them at all times during the offsite activity. The checklist must be provided to the Principal for approval at least one month before the actual activity. A contingency plan should be considered during the bushfire season.

On arrival at the offsite activity, the offsite activity leader conducts an evacuation drill and, if required, adjusts the EMP after consultation with staff and students.

The *Schools Policy and Advisory Guide* provides minimum requirements for staff-student ratios. These requirements must be checked for each offsite activity on the Guide's website at <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/staffing.aspx> including the *DET Safety Guidelines for Education Outdoors* as changes are made to the requirement from time to time.

The Principal will determine whether additional staff are required (i.e. more than the minimum ratio) taking into account the:

- experience, qualifications and skills of staff;
- age, maturity, past behaviour and physical characteristics and learning requirements of the students;
- size of the group;
- nature and location of the excursion or camp;
- nature of activities to be undertaken; and
- requirements for appropriately qualified and trained first aid staff.

The offsite activity leader must ensure that the offsite activity staff are inducted on the procedures and expectations that are outlined in the Offsite Activity Checklist and that the activity has been entered on the Catholic Schools Student Activity Locator (SAL) which is available on CEVN/Emergency Management.

School Emergency Management Plan

It is responsibility of all staff to familiarise themselves with the Emergency Management Plan and ensure that students understand the procedures to be undertaken in an emergency. This includes familiarization of the assembly location area/s.

Each classroom has a copy of the Emergency Management Plan in the Class Roll. The original Emergency Management Plan is located in the Principal's office in a wall folder near the door, and another copy of the Emergency Management Plan is located in the staffroom.

Information about student medical requirements, such as those requiring asthma medication, is kept in the red emergency folder in the Administration Office, for use in an emergency situation.

The Principal and administration staff will have whole of school copies of student class lists, first aid kits (including asthma puffers and adrenaline auto-injectors) and instructions for any special requirements for staff and students.

Copies of the completed templates for instructions for '*In Case of an Emergency and Emergency Numbers and Key Contacts*' will be placed around the school and displayed in school buildings.

All teachers are expected to participate in Emergency Exercise Drills.

Critical Incidents

St. Patrick's school follows the procedures outlined in the Critical Incident Plan (*Responding to a Critical Incident, CEOB, 2015*). A copy of this document is available in the Principal's Office and is available on the school's Google Team Drive.

All staff need to familiarise themselves with the Critical Incident Plan and ensure that they communicate as soon as possible any critical incident to the Principal or their nominated delegate.

Environmental Hazards

All staff must advise the school office immediately of any safety issues in the school environment (such as presence of unauthorised persons) or potential environmental hazard (such as broken steps or faulty equipment).

Communication

The Principal has the responsibility for ensuring that any new staff to the school are familiarised with the school's Duty of Care: Supervision of Students policy and its implementation, and all staff are made aware of any changes to the policy and procedures. The policy will be available on the school website and procedures will be outlined in the Staff Handbook.

At the beginning of each school year school staff will clarify the school policy as a group and review its implementation expectations. Staff will be informed at staff meetings and via weekly announcements of any changes to requirements. Staff will also use student incident data to assist in providing effective duty of care. This will also include related policies and procedures such as emergency management and critical incidents.

Teachers will remind students of yard expectations and procedures, processes for first aid and inclement or hot weather at the beginning of the year and as required. Teachers will remind, as required, students of expectations and processes while on an offsite activity.

Teachers must always be proactive in monitoring student safety and report any concerns to the Principal or Administration Staff.

Parents/carers will be informed of times when playground supervision will be provided and that no formal supervision of the playground occurs outside those hours. Parents/carers will also be informed of bus arrangements (e.g. students from other schools will use the same bus) and that students will only be supervised while waiting and getting on the bus in the afternoon. This will be communicated to parents/carers at the beginning of the year, reminders in school newsletters at regular intervals and via the Parent Handbook.

Parents/carers are encouraged to report any safety concerns to their child's teacher who will forward the information to the Principal.

Parents/carers will be provided with communication regarding the supervision of students on offsite activities. This information will form part of the parent information and consent form for the activity.

Evaluation and Review

This policy will be reviewed as part of the school's three-year review cycle.

Related Policies and Documents

- First Aid and Medication Policy
- Pastoral Care Policy
- Code of Conduct
- Anaphylaxis Management Policy
- Behaviour Management Policy
- Digital Technology Policy
- SunSmart Policy
- Emergency Management Plan
- CECV Child Safety Commitment Statement
- DET Safety Guidelines for Education Outdoors
- Catholic Schools Operational Guide
- Ministerial Order 870
- CECV Guidelines on the Engagement of Volunteers in Catholic Schools
- CECV Guidelines on the Engagement of External Contractors in Catholic Schools
- Offsite Activity Checklist
- Schools Policy and Advisory Guide
- Catholic Schools Student Activity Locator
- Emergency Management Plan