

Student Supervision Policy

Purpose:

To establish the understanding that the school owes all students a duty of care to take reasonable measure to protect them from reasonably foreseeable risks of injury and harm, and that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.

To establish the responsibilities of staff in relation to student supervision.

Scope:

Teachers

Implemented by:

Principal, Teachers

Approved by:

CIC Board

Reviewed:

Every three years or as regulatory changes arise or improvements are identified through internal review.

**Communicated
via:**

Staff induction, staff handbook, staff meetings, student code of conduct

At Corner Inlet College we believe that every student has the right to experience a safe and secure school environment.

All staff members at CIC have a duty of care for the students attending the school or participating in on-line and off-site activities and must take reasonable measures to protect them from risks of injury and harm that should have been reasonably foreseen. The school recognises that greater measures may need to be taken for younger students and students with disabilities.

Excursions, incursions and camps are seen as an integral part of the school's curriculum and on a regular basis, students participate in excursions, camps and other activities external to the school where the same duty of care is extended.

This policy outlines implementation guidelines to inform staff about how to satisfy that duty of care in all these settings.

Corner Inlet College is committed to providing a safe learning environment for all our students when they are in the care of the school in line with Ministerial Order 1359 – child safe standards.

It is our policy that supervision of students takes into account the degree of care needed for the protection of students and with regard to:

- o their age;
- o any physical and/or intellectual impairments;
- o existing medical conditions;
- o known behavioural characteristics;
- o the nature of activities being undertaken and any foreseeable hazards;
- o supervising staff receiving first aid training and adequate first aid facilities are available;
- o accidents and incidents are promptly dealt with through appropriate treatment and/or intervention, incidents are recorded, and corrective action implemented, where required.

On-Site Supervision Guidelines

- o One or more Teacher(s) will be inside classrooms and indoor learning areas before school from 8:30am, during class time, during break times, and after school, until 3:45pm. Teachers are responsible for students at inside classrooms at all times.
- o One or more Teacher(s) will be outside and alert to outdoor activities before school from 8:30am, during break times and after school, until 3:45pm.
- o A staff member qualified in first aid will always be available during school hours.
- o School rules, and boundaries are communicated and agreed to at a Whole School Gathering.
- o During class-time, when students have completed their tasks, they are free to be outdoors but within the boundaries defined for them.
- o Teachers will maintain visual contact with students as they move between classes at the school.
- o Students are not allowed to leave the school during school start and finish times unless in the care of a parent/guardian
- o Teachers are to assess online learning activities, program and environments to ensure they maintain student safety.
- o Teachers will be aware of visitors to school grounds and provide appropriate supervision of visitors engaged in child-related or child-connected work.

Parents are informed of supervision arrangements during enrolment and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school hours. If a student is normally collected from school but is still at school beyond normal collection time (end of the school day), the Principal or nominee staff will attempt to contact:

- The parents
- The emergency contact person identified in the school records
- Other known contacts
- Consider contacting the Police or Department of Families, Fairness and Housing (DFFH) to arrange care and protection if:
 - It is well beyond reasonable collection time
 - All reasonable attempts to locate the appropriate responsible adults, as per above
 - If DFFH or Victoria Police have taken action to facilitate care for the child:
 - Leave details of the student's whereabouts at the school office (via Principal) and if possible, with friends of the student parents or next door neighbours. Also, leave a voice message for the parents.

On-Site Supervision responsibilities include:

- Encourage students to keep the school grounds tidy.
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries.
- Remind students of school rules and boundaries agreed to at the Whole School Gathering.
- Remind students of how to move in a safe manner in areas where collisions are more likely to occur.
- Apply the Behaviour Management Policy when appropriate.
- Advise the School Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Understand and implement any identified risk mitigation strategies as communicated by the Principal.
- Ensure all students wait inside the school grounds until they are picked-up at the end of the day.
- Ensure all students who walk home, leave the school grounds in a safe manner with prior parental approval for students to walk home.
- Apply the student code of conduct when appropriate.
- Apply the Digital Technologies Policy when appropriate.
- Staff must take care to notice, take action and/or notify the School Principal of any circumstances in relation to the state of buildings or grounds, including things done or omitted to be done to the premises, that may cause injury or harm to any student.

Yard Duty Roles and Responsibilities

All staff are expected to assist with yard duty supervision and will be included in the weekly rosters. The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. All staff will be designated a specific yard duty area to supervise. All staff are first aid trained.

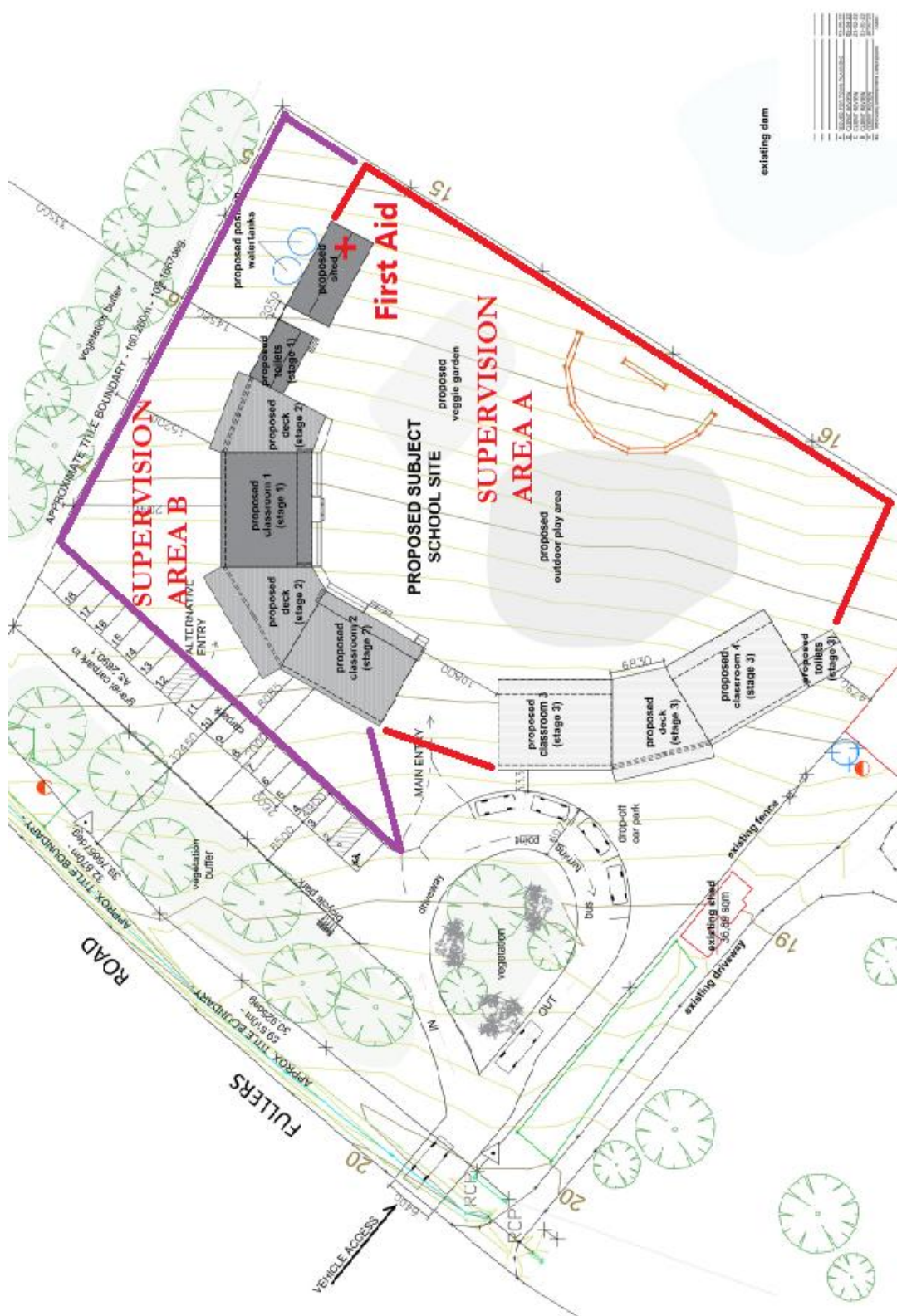
All staff (teaching and non-teaching) on supervision must wear their provided safety/hi-vis vest whilst on yard duty. Safety/hi-vis vests should be kept in classrooms and staffroom. Staff who are rostered for yard duty

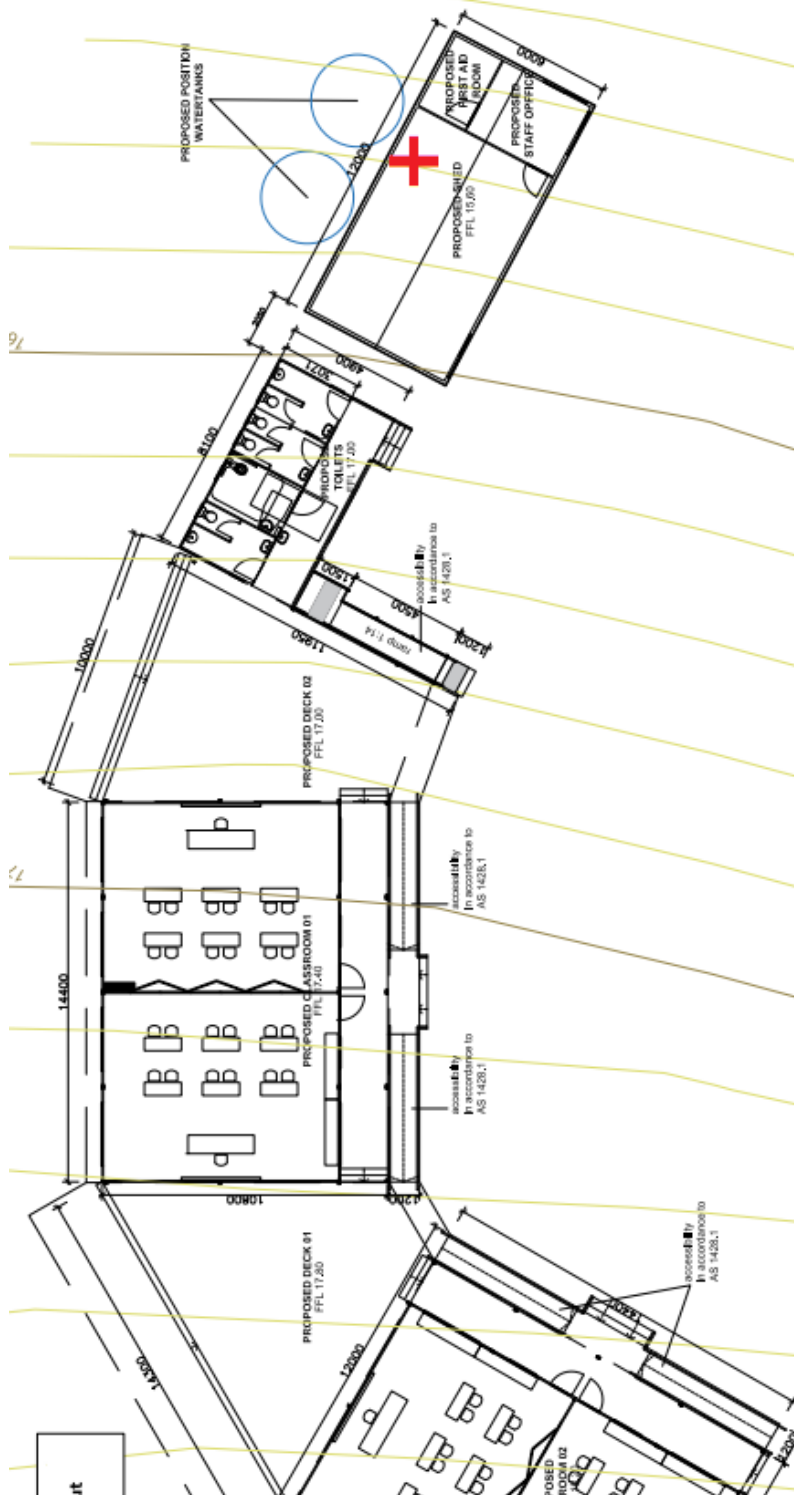
must remain in the designated zone until they are replaced by a relieving teacher or the bell goes indicating the end of the break.

During yard duty, supervising staff must:

- be alert and vigilant; constantly moving and scanning the zone
- not engage in conversation with other staff members unless in relation to an issue/incident in the yard
- have students walk with you if you need to speak to them or they wish to speak to you
- focus on the area of supervision and the students
- no food or drink to be taken out on yard duty
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard:
 - Enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary policy
 - Ensure that students who require first aid assistance receive it as soon as practicable
 - Log any incidents or near misses as appropriate in the yard-duty book
 - If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), ensure that a verbal 'handover' brief is given to the next staff member in relation to any issues which may have arisen during the first shift. If the supervising staff member is unable to conduct yard duty at the designated time, they should arrange a swap with another staff member and inform the Principal
 - If a relieving or next staff member does not arrive for yard duty, the staff member currently on duty should send a message to the office and not leave the designated area until a replacement staff member has arrived.

Outdoor Supervision Areas





Off-Site Supervision Guidelines

Level of Care

The level of care for an off-site excursion, camp, or class varies depending on the following criteria:

- Type of activity
- Age of the child
- Venue
- Conditions
- Ability of students

The higher the risk, the higher the level of care required. Greater measures may need to be taken for younger students or students with disabilities to discharge the school's duty of care.

Excursions, Activities and Classes Run by a Third Party

From time-to-time Corner Inlet College will engage the services of external providers to either run, or assist in the running of excursions, activities, and classes. These external providers may also provide venues and equipment for the activity. Corner Inlet College will ensure that external providers comply with the child safe standards (Ministerial Order 1359), as part of its contractual obligations.

Where an external provider is engaged to conduct, or assist in the running of excursions, or other activities, the duty of care ultimately remains with the school and cannot be delegated to a third party. The engagement of an external provider, no matter what her or his level of expertise, does not release the school from its obligation to ensure the safety of its students who participate in the excursion or activity, including from the risk of abuse.

Corner Inlet College staff must take all reasonable actions to ensure the safety of students when off-site.

Consent

Consent should be received from a parent before a child is allowed to participate in an excursion, camp or other off-site activity. Before parents can give permission, they must be made aware of all details of the activity including:

- The venue or location
- An outline of the activities, particularly any hazardous activity or those requiring specialist instruction
- The number of supervisors and whether any of them will be volunteers/parents or third party providers/guardians
- The itinerary and transport arrangements

- The supervising Teacher's mobile phone number (which will be taken on the excursion)

For all excursions a completed parent consent email must be obtained.

Planning

Prior planning is an important component of a successful and safe activity or excursion.

For advance notice excursions, incursions and camps a full itinerary should be prepared and authorised by the School Principal. This itinerary should include the following details:

- The excursion venue and address
- Outline of activities
- Date of the excursion
- Time of departure and return to school
- Method of transport (eg. school bus and/or staff or parent vehicle)
- How supervision requirements will be met
- Consent form
- 'What to bring' list, including medications that have been identified and discussed with supervising teacher

Based on the above information, Teacher-in-charge will be required to conduct a risk and safety assessment using the Camps and Excursions Risk Assessment form. Teachers must also identify any factors which heighten the risk of danger from bushfire, for each location and the travel involved for each excursion prior to finalising the itinerary. This assessment needs to be reviewed by the School Principal and will form part of the authorisation for the excursion to proceed or not.

On bushfire catastrophic day/s, no excursion or camps will occur, and the school will be closed.

Prior to students attending the excursion, activity or camp, Teachers are responsible for ensuring:

- All consent emails are returned to the school
- The Teacher's mobile phone is charged and taken on the excursion or camp
- A designated First Aid Kit is taken on the excursion or camp
- Student's emergency contact details and medical management plans are taken on the excursion or camp

Risk of Bushfire

When planning an off-site activity, Teachers must consider the potential for bushfire in the activity location and any factors which may heighten the risk of danger from bushfire. This will include but is not limited to:

- Natural features of the environment in which the activity is being held
- Transport access

- Time of year
- Weather – prior to and during the excursion
- Fire danger ratings
- Access to emergency warnings, and
- Mobile phone coverage.

An Excursion and Camp Risk Assessment must be completed by the Teacher who is organising the off-site activity and is approved by the Principal prior to the day of the excursion. On bushfire catastrophic day/s, all excursion or camps will be cancelled.

Insurance

The School Principal is responsible for ensuring the school has adequate insurance cover for the proposed off-site activity.

Any costs associated with student injury rest with parents unless Corner Inlet College is liable for negligence (liability is not automatic). Unless otherwise indicated, Corner Inlet College does not provide student accident or ambulance cover. Parents may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

External Instructors

For many excursions, external instructors are required to either assist the teacher in charge or to run the course themselves.

The school will ensure that the instructor has the appropriate qualifications, experience, police clearance, insurance coverage and permits required and hold details of these at the school prior to the excursion. All third-party providers must provide a current Working with Children Clearance in line with the school's Working with Children Policy.

In the case of external education providers, the Principal is responsible for ensuring that the institution has appropriate policies and procedures in place to ensure the safety of a CIC student while they are at their location, and that the individual providing the instruction meets the criteria for the CIC Working with Children Policy.

Use of Private Vehicles

When students require transport to participate in school activities, the school's duty of care extends to ensuring that all private vehicles used by parents/guardians and teachers on behalf of the school on school excursions adhere to the following guidelines:

- The driver must hold a full and valid driver's licence
- The vehicle registration must be current
- The vehicle must be insured with comprehensive insurance cover
- The number of students transported in each vehicle should not exceed the number of seatbelts fitted to transport students
- Vehicle drivers will be made aware that the school does not accept liability for any damage to the vehicle while it is used to transport students on school business
- Wherever practicable, a school bus will be used as the primary mode of transport of students.

Parent/Guardian Involvement

Parent/Guardian involvement on excursions is generally encouraged as it can greatly assist with the running of the activities. It is important that Teachers make sure all parents participating in excursions are aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care and that they are to pass any discipline problems to the Teachers or School Principals on the excursion.

All parents/guardians and volunteers attending school camps must provide a current Working with Children Clearance in line with the school's Working with Children Policy.

Supervision during camps, excursions or activities will not be delegated to parents or volunteers.

Managing Behaviour

At CIC the school's adult community is encouraged to be responsible for the welfare of all students in its care. Before the start of any excursion, it is important that Teachers outline to all students, and assisting adults the behaviour that is expected during the excursion emphasising the need for safety standards.

All discipline and matters of general conduct should be left to the Teachers and/or School Principal.

Related Documentation

- Emergency Management Plan
- Camps and Excursions Risk Management Assessment Form

Related Policies

- Behaviour Management Policy
- Bullying and Harassment Policy
- First Aid Policy
- Anaphylaxis Management Policy

- Occupational Health and Safety Policy
- Duty of Care Policy
- Working with Children Check Policy
- Student Code of Conduct
- Digital Technologies Policy
- Enrolment Policy
- Bushfire and Grassfire Preparedness Policy

Appendix 1: Playground Accidents – Staff Inspection Checklist

Date:

Inspection taken by:

ADMINISTRATION**Y/N/** *(If N, note action to be taken)*

1.1	Are inspection, maintenance and incident records kept up to date?		
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2 PLAYGROUND**Y/N** *(If N, note action to be taken)*

2.1	Is the playground free of dangerous objects and litter?		
2.2	Have all trees been pruned to ensure there is no imminent danger posed to students?		
2.3	Is access to the playground clear of any obstructions?		
2.4	Is the grass well maintained and does not need mowing?		

3 PLAYGROUND EQUIPMENT**Y/N** *(If N, note action to be taken)***NA**

3.1	Are all frames safe and secure?		
3.2	Are all timber posts and floors stable and free of splinters?		
3.3	Are all bolts secure and not protruding?		
3.4	Are all components free from rust or rot?		
3.5	Are all moving parts in good working order?		
3.7	Is impact absorbing material free of dangerous foreign objects?		