



## Duty of Care: Supervision of Students

### 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
- ensure the safety and wellbeing of students in an emergency or critical incident

### Definition

**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 utility 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.

(Refer to The *Catholic School Operational Guide* [CEVN])

**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) a campus of the school;
- (b) online school environments (including email and intranet systems); and

- (c) 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 Columba's School provides effective student supervision and care to ensure that students are in safe environment at all times.

## **Principles**

- Learning within a safe environment plays an important role in student outcomes and sense of wellbeing.
- Principal and teachers must take reasonable steps to ensure the safety of student and others within the school environment.
- Clear procedures and processes that are consistently applied 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 or 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 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 times. This will involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated on the roster. The roster will be made available to all staff and be displayed in the staffroom, staff intranet and any short-term changes will be recorded on the staffroom whiteboard.

All teachers are required to do yard duty according to a designated roster for before and after school and at recess times.

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
- are not permitted to carry hot drinks while on duty
- 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
- wear the school visible vest and carry a first aid bag and school electronic communication device
- record any incidents in the incident book (Administration office), and if required, follow up with classroom teacher and parent
- take preventative steps if any safety issue is identified, such as faulty playground equipment. The area of concern is to be closed for student use and reported immediately to the administration office. The teacher will need to follow up with the occupational health and safety officer as soon as possible.
- ensure that the communication devices are returned to the chargers in the First Aid room

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, but should not leave the designated area until a relieving teacher has arrived in the designated area.

If the supervising teacher is unable to conduct yard duty at the designated time, the administration office is to be contacted to ensure that alternative arrangements are made.

If at any time the administration office is not responding to a call from a yard duty teacher, then yard duty teacher should contact the principal or member of the leadership team.

If a student leaves the school grounds without authorisation the administration office is 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 but should not leave the designated area until a relieving teacher has arrived in the designated area.

### ***Designated Yard Duty Areas***

At St Columba's school the designated yard duty areas for recess are:

- Playground
- Yard
- Sandpit
- Deck area
- Cubby House

The designated yard duty areas for before and after school are:

- Yard  
Playground

### ***Inclement or Hot Weather***

If the weather is unsuitable for outside play, students will be supervised in their classrooms. On these occasions a specific indoor duty roster will take effect. This roster will be available on the staff notice board and staff intranet.

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

The principal or delegate will determine when students are to remain inside at recess times and before school.

If students are out on yard at recess times and before school and the weather becomes inclement, yard duty teachers are to ask students to move to the sheltered areas and wait for the PA announcement to move to their classrooms.

A yard duty teacher may need to contact the administration office to check awareness of changed weather conditions.

Refer St Columba's SunSmart policy regarding sun protection measures and procedures.

### ***First Aid*** (see Student Care and Health Policy)

Yard duty teachers using supplies in first aid bag 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 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 first aid room with another student. The yard teacher will send the injured student to the first aid area . A staff member will be on duty in the first aid room.

If a student requires an EpiPen then the teacher must contact the administration office immediately and ask that it be brought to the teacher to administer.

If a student is injured and should not be moved or requires emergency assistance, the yard duty teacher is to ring 000 for assistance and then contact administration office.

### ***Before School and After School***

Students are not permitted in school grounds before 8.15am and must have left the school grounds by 3.30pm.

Yard duty will commence for 15 minutes before and after school ie 8.30am and 3.15 pm.

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
- 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

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

Students who arrive late or leave early will be signed in / out at the school office. The administration officer will maintain a record of late arrivals and early departures via Simon/Pam.

### ***Classroom Supervision***

The classroom teacher has ultimate responsibility for the supervision of all students in their care. The classroom at all times must be a safe learning environment. This duty cannot be delegated to learning support officers, external education providers, parents, volunteers or students undertaking Initial Teacher Education (ITAs). 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 addresses all students' needs
- interact regularly and positively with students in the classroom
- ensure a consistent communication and response to expectations and student responsibilities
- Inform and regularly remind students of acceptable internet and social media use (See Digital Technology Policy)
- be vigilant and respond appropriately to any incidents of bullying and harassment
- are proactive in reporting any defects in the maintenance register or safety concerns to the occupational health and safety officer 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
- attend to student injuries/illness according to the Student Care and Health Policy

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

Teachers are required to be in attendance in the classroom if not on yard duty supervision, before the start of day bell rings at 8.30am and at end of recess times.

Teachers will not dismiss students earlier than 3.15 pm-the end of day finish time.

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

## **Volunteers**

St Columba's welcomes volunteers to assist school activities such as assisting in the classroom, maintenance, excursions. St Columba's school implements the *CECV Guidelines on the engagement of volunteers in Catholic schools* available at <http://www.cecv.catholic.edu.au/getmedia/14f0d67b-fb34-48eb-bd2c-0a32688b1a96/Volunteer-Guidelines.aspx>. This link is also provided on the school website.

St Columba'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 (WWCC) and if required, a National Police Records Check (Police Check) and have completed the induction online module and signed a Code of Conduct
- be under the supervision of the classroom teacher at all times when engaged in learning activities

## **Incursions**

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

Incursion visitors:

- must sign the visitor's book at the administration office on arrival and when exiting the school.
- must respect the vision, mission, ethos and code of conduct of the school
- should not be responsible for supervising students
- have a current Working with Children Check (WWCC) and if required, a National Police Records Check (Police Check)

Classroom teachers must:

- closely supervise the visitor at all times including accessing facilities such as staffroom and staff toilets and must not have access to student personal information or use student toilets
- 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
- 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, another school, health professionals, information technology technicians or trades peoples such as electricians or plumbers. St Example'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. The guidelines are available at <http://www.cecv.catholic.edu.au/getmedia/a099f220-2e9a-4b5a-9147-8f11e49a28d1/Contractor-Guidelines.aspx>

All external providers must have a current Working with Children Check (WWCC) and if required, a National Police Records Check (Police Check)

### **Student Learning and Wellbeing**

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 WWCC will be required.

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

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

In the case of specialised teacher from an external provider that 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 Example's School and other requirements outlined in the MOU
- The principal will also check with VIT the registration, proof of identity before the external provider arrangement commences
- The specialised teacher from an external provider will participate in an induction on school policy and procedures including duty of care before commencing teaching at the school.
- The principal or delegate will be responsible for monitoring and ensuring that the teachers from the external provider follow school policy and procedures.

Teacher 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 WWCC and proof of identity and will be inducted in school policy and procedures before commencing and will be monitored by the principal or delegate.

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 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 WWCC 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, ITAs, 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 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 plan. EMPs must be reviewed annually and immediately after any significant incident. The offsite activity leader (in some instances may be the classroom teacher in the case of a single class at a offsite event) must liaise with the deputy principal (responsible for emergency management plans and procedures) after any incident or concerns regarding the EMP, location, external provider procedures and the surrounding environment.

The offsite activity leader must complete the Offsite Activity Checklist located in CEVN/emergency management and carry a copy of the EMP with them at all times during the offsite activity. It also provides links to other requirements such as for swimming and water sports, excursion staff and emergency management plans. The checklist must be provided to the principal for approval at least one month before the actual activity. The offsite activity leader should familiarise themselves with the checklist as soon as an offsite activity is being considered. The checklist should always be accessed online as changes are made to the document from time to time. The *Catholic School Operational Guide* (CEVN) also provides advice on duty of care. 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 adjust 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 (ie 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
- requirements for Level 2 and Level 1 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 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** (see Emergency Management Plan)

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

Members of the Incident Management Team (IMT) will have specific roles and responsibilities.

Each learning area and all other rooms such as first aid room will have a copy of the EMP in a wall folder that is located at each door. Year level rooms will have a class list.

Teachers will need to keep a copy in their classroom of student requirements such as those requiring asthma puffers. This may not be accessible in an emergency. It is important that student health and medical information is kept confidential according to the privacy laws and not on display in the classroom (unless parents have request information to be openly available).

The principal and administration team will have whole of school copies of student class lists, first aid kits (including asthma puffers and EpiPens) 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 and can be viewed from the outside.

All teachers are expected to participate in practice evacuation procedures.

### **Critical Incidents** (see Critical Incident Plan)

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 member of school leadership team ( if principal is not available).

### **Environmental Hazards**

All staff must advise the school office immediately of any safety issues in the school environment such as presence of unauthorized persons or potential environmental hazard such as broken steps or faulty equipment. It may require a staff member to place a barrier, wait for assistance or ask a person to leave the school. The staff member will need to follow up with the OHS officer to ensure that environmental hazards have been addressed.

## Communication

The principal has the responsibility for ensuring that any new staff to the school are inducted on the school's 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 staff intranet and procedures in the Staff Handbook.

At the beginning of each school year staff will clarify the school policy as a group and review its implementation expectations. Staff will be informed of any changes during the year to requirements at staff meetings and staff bulletins. Staff will also use student incident data to assist in providing effective duty of care. This will also include related policy 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 the occupational health and safety officer.

Parents will be informed of times when playground supervision will be provided and that no formal supervision of the playground occurs outside those hours. Parents will also be informed of bus arrangements (ie students from other schools will use the same bus) and that students will only be supervised while getting off the bus in the morning and while waiting and getting on the bus in the afternoon. This will be communicated to parents at the beginning of the year, reminders in school newsletter at regular intervals and Parent Handbook. The policy will be available on the School App and website.

Parents are encouraged to report any safety concerns to the child's teacher who will forward the information to the relevant person.

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

## Related Policy and Documents

- St Example's Student Care and Health Policy
- St Example's Pastoral Care Policy
- St Example's Code of Conduct
- St Example's Anaphylaxis Policy
- St Example's Behaviour Management Policy
- St Example's Digital Technology Policy
- St Example's SunSmart Policy
- St Example's Critical Incident Plan
- St Example's Emergency Management Plan
- CECV Child Safety Commitment Statement
- DET Safety Guidelines for Education Outdoors  
<http://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorguidelines.aspx>

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