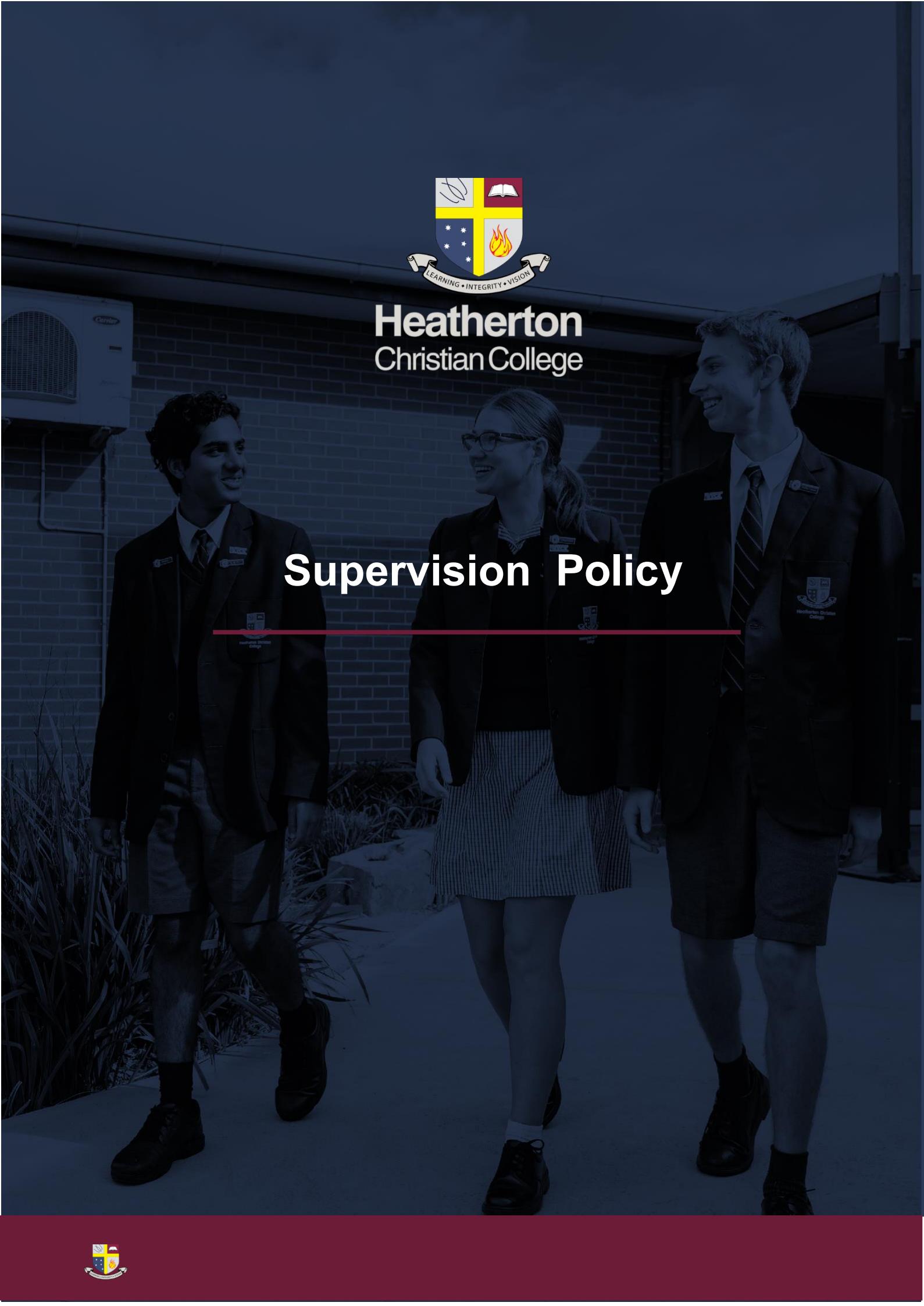




**Heatherton**  
Christian College

# Supervision Policy



## HCC Supervision Policy

### Rationale

Heatherton Christian College has a duty of care to look after the safety and wellbeing of students attending the College. Supervision is one of the key elements in exercising this duty of care and preventing injuries to students during the course of College related activities. Teachers are required to exercise their supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

### Aims

Heatherton Christian College has a duty of care to provide all of the students within its care with a safe and healthy environment. The College staff are committed to:

- Ensuring that students are supervised at all times;
- Interacting with the students in an appropriate and positive manner;
- Considering the design and arrangement of the students' environments (even outside) to support active supervision;
- Using supervision skills to reduce or prevent injury or incident to students and adults; and
- Making decisions about when students' 'play' needs to be interrupted and redirected.

### Definitions

"Duty of care" is an element of the tort 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.

Teachers (including the Executive Principal, Head of Campus and Executive Team) are held to a high standard of care in relation to students. The duty requires 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; and
- ensuring that medical assistance is provided to a sick or injured student.

The duty is non-delegable, meaning that it cannot be assigned to another party.

Duty of Care has special meaning for teachers. Teachers are deemed '*in loco parentis*' under law (in the place of the parent), and supervision to ensure the safety and well-being of students requires due diligence. Key elements of duty of care are:

- *Foreseeability*. This means that if you can see that an object, or practice is potential dangerous, and do not act to reduce the risk, you are personally liable for negligence.
- *Risk Assessment*. This is a requirement of a teacher involved in the planning of an activity or the running of a program or activity. Activities should be age-appropriate, supervised by qualified adults, and not run in extreme or unsafe

conditions.

- *Procedures and Processes.* All activities outside of the classroom, especially those that involve foreseeable risk, should be authorised by the Head of Campus or his / her representative, and clearly explained to parents to gain their written permission. Risk Assessment must be carried out and Emergency Procedures should be in place and clearly communicated to supervising staff and attending students prior to the activity being run.

“Active Supervision” is a process that demands not only the constant visual and mental awareness of the students and their actions, but also a proactive approach to the creation and maintenance of a safe and healthy environment at all times. It requires knowledge of the students’ personalities and tendencies, and demands engagement with the students, their environment and the events that occur within that space.

### **Purpose**

The purpose of this policy is to assist the College in providing a safe environment for students at all times throughout the school day. This policy does not include supervision levels for Camps and Excursions which are enacted in accordance with the Department of Education and Training (DET) guidelines and the procedures outlined in the College’s Camps and Excursions Policy.

### **Policy**

The College will arrange for student supervision according to College needs. The Head of Campus will ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

Specific responsibilities will be allocated to staff members to undertake student supervision, as determined by the needs of the College, to protect students from reasonably foreseeable risks of injury including hazards that:

- are known; and
- could have been foreseen and prevented.

### **Strategies and Practices**

Supervision is one of the most important caregiving strategies and skills for staff to develop and master. Active supervision is a combination of listening to and watching students play and interact, being aware of the environment and its potential risks, the weather conditions, the time of day, managing small and large groups of students, and an understanding of child development; including theories about how students play and interact.

Foreseeing dangers and incidents is expected of all staff. Vigilant and pro-active supervision is imperative. Just being in the yard is not enough. Punctuality is also a key part of our professional responsibility.

It is crucial that staff are aware of the different ages, personalities, behaviours and characteristics of students in their care. The ability to actively foster a positive environment in which students communicate and interact with one another appropriately is dependent on staff building relationships with students to learn about who they are, how they react in certain situations, and so on. These are vital skills to develop, as they assist staff in predicting students’ play patterns, which in turn affects how staff establish safe environments and coordinate supervision strategies to maximise students’ safety and ability to play free from harm.

Key elements of diligence include:

- Continuous patrolling of the designated area;
- Pro-active response to foreseeable dangerous behaviour or situations;
- Duty staff are required to wear a high visibility vest and a hat (Term 1 and 4 only) while on duty;
- Punctual beginning to Yard Duty and a tag-team change over for the second half of recess / lunch is critical. In particular, the onus is on the person rostered for the second half of lunch to make visual/verbal contact with the person they are relieving.
- Staff on yard duty cannot leave the yard unsupervised if the second person does not arrive. If this is the case contact the office to have the reliever paged.
- Staff on yard duty at the end of lunch when the music begins must ensure all students have left the area before they conclude their yard duty.
- Documenting any incidents in Compass.

### **Staff Interactions and Supervision**

Staff should actively seek to position themselves in the duty environment according to the play patterns of the students in their care. Staff must, at all times, seek to collectively supervise all areas in which the students have been permitted to play and interact. This level of supervision is not, however, restricted to mere observation of the students. Staff are expected to actively engage in or facilitate social situations with the students, while maintaining awareness of the group as a whole. These interactions with the students during supervision are vital. Showing interest in, and engaging with the students' activities and personalities is the primary characteristic of active supervision.

### **Positioning of Staff in the Environment**

Positioning of staff varies between the different areas of the premises, and must also vary according to the positioning of the students in those environments.

Areas where teacher may be placed on duty are as follows:

- Area 1 – recess and lunchtime
- Area 2 – recess and lunchtime
- Car Park – before and after school

The roster and area assigned is on the Staff Room notice board and will be provided to staff via email and as a hard copy at the beginning of each term.

### *Basketball Court*

While supervising the Basketball Court Yard Duty Area and adjoining areas, staff are encouraged to spread out as much as possible, in order to best accommodate the supervisory needs of the area. Particular areas of concern are the playground areas and the basketball court. Staff need to be mindful if students are moving into out of bounds spaces. Students are also not to enter the classrooms at any time, except under direct adult supervision.

### *Oval*

Staff are to continuously roam and move around in order to supervise the oval itself and areas that access the oval. In all outside areas, it is important that staff space themselves in order to better supervise the groups. Students should be monitored at all times, and engaged with when appropriate. Regular scanning of students throughout the available areas is extremely important; though staff may be engaged with one specific group of students, they are, nonetheless, required to be aware of the group as a whole, and must be mindful of their whereabouts and activities at all times.

### *Primary Area*

While supervising the Primary Yard Duty Area and adjoining spaces, staff are encouraged to continuously roam and move around as much as possible, in order to best accommodate the supervisory needs of the area. Staff need to be mindful if students are moving into out of bounds areas including behind the gym, behind the tanks and behind the classrooms. Students are also not to enter the Primary School or its classrooms at any time, except under direct adult supervision.

Please note: Staff assigned to the 'Before School Duty' are reminded to monitor both the Primary School area and the Basketball Court area.

During the first six weeks of Term 1 the Prep students are only allowed to play in the Primary School Area.

### *Car Park – Before and After School*

Students and parents are responsible for notifying the office staff if their daily travel arrangements have changed. Staff should be aware of traffic conditions and the risks associated with students in close proximity to the road.

#### Car Park Rules

1. All drivers are to follow the instructions of the person on car park duty, to be aware of students in and around the car park and to drive accordingly.
2. The maximum speed limit in the car park is 10km/h, but the safety of students, parents, visitors and staff should dictate the speed of cars at all times.
3. Parents, staff and students should not park in the spaces directly opposite the Church building. This area is marked with names. These spaces are needed for Church staff and visitors, they are not for school parking.

The car park operates with a pick-up / drop-off zone and a car-free pedestrian zone

### **Supervision Responsibilities Before and After School**

Staff are rostered to supervise students before school from 8:15 am and after school until 3:45 pm. Students are not permitted to loiter in car-park area before or after school. The College will ensure that:

- Parents / guardians are regularly informed about supervision available before and after school;
- sufficient teachers are available to supervise the departure of students at the end of the school day; and

- teachers supervising departures are not called away for other duties without alternate supervision being arranged.

Primary School students dropped off prior to 8:15 am will be taken to Before School Care at the expense of the parents.

Primary School students left at school after 3:45 pm will be sent to After School Care at the expense of the parents.

### **Supervision of Students Crossing Roads**

During the course of College activities, students may be required to cross the road in order to attend a local activity. Students will be supervised by a staff member when crossing the road and are required to cross at designated crossings (where applicable) under all circumstances.

On a regular basis, the College will provide Primary and Middle School students with Road and Pedestrian Safety training.

### **Supervision Responsibilities During the School Day**

Students will be supervised during recess and lunch. The level of supervision will be based on the following factors:

- the age and maturity of students;
- the size of the group;
- the suitability and safety of the premises; and
- the visibility of students on the premises.

All teaching staff are required to supervise students, on a rostered basis before school, during recess and lunch and after school. The roster is devised by the Head of Campus and staff are expected to be 'on duty' for their allocated time.

#### *Before School*

- No students to be inside buildings without teacher permission and supervision.
- No running near parents and visitors.
- Hats on at all times during Term 1 and 4.
- No student to leave the school ground once at school.
- No riding of bikes, scooters or skateboards on the College premises.
- No access to the oval before school.

### *After School*

- Correct College uniform to be worn home, unless permission to change is given.
- No student is allowed to walk through the car park without a parent accompanying them. They need to wait for a parent to drive up and collect them, OR, the parent must park their car and walk to collect their child.

### *Lunch and Recess*

- No student to play in or around the toilets.
- No tackling or wrestling at any time.
- No kicking balls on the basketball court.
- All students to keep off the gardens at all times unless directed by a teacher.
- Hats on at all times during Term 1 and 4.
- No students in classrooms, unless supervised by teachers.

### *Poor Weather*

#### *Primary*

- Teachers supervise wet weather play in own classrooms.
- Classrooms open for students at 8:30am.
- Remain in classrooms. Teacher responsible for own class.
- Normal classroom rules apply.

#### *Secondary*

- On declared wet weather days, students to keep under cover and out of the rain.
- If necessary, students will go to Home Group rooms, or other designated room, to be supervised by a teacher. Food may be eaten in these rooms on these occasions only.

### **Items not to be brought to School**

- Toys and trading cards
- Electronic games
- Audio equipment (specific event exceptions)
- All expensive equipment at own risk.
- Dangerous items e.g. knives, guns. These items will be confiscated.
- Aerosols are banned from school premises, excursions and sporting events.

### **Areas out of bounds**

Staff on Yard Duty should familiarise themselves with the Out-of-Bounds Areas. Out of bounds areas include:

- Behind school buildings
- Behind the water tanks and the gym

- Car park
- Outside the school grounds

### **Promoting the safety of children with a disability**

At Heatherton Christian College, we acknowledge that people with a disability have the same rights and responsibilities as other members of the community and should be empowered to exercise those rights and responsibilities. In particular, people with a disability have the same rights as other members of the community to live free from abuse.

Education providers must comply with the Disability Standards for Education 2005 (the Standards) under the Disability Discrimination Act 1992 (Cth) (the Act). The Standards give students and prospective students with a disability the right to education and training opportunities on the same basis as students without a disability.

The Department of Health and Human Services (2015, p. 10) reported that: Children with a disability have an increased risk of being abused compared with children without a disability. A number of factors may contribute to the risk of abuse including physical impairments or difficulties with speech and communication, memory, literacy, vision and hearing impairments, and reliance on caregivers.

Heatherton Christian College can promote the safety of children with a disability by:

- Acknowledging that children with a disability are particularly vulnerable and ensure our risk assessment processes considers their needs;
- Ensuring our school clearly demonstrates a zero tolerance to discrimination and actively welcomes all children;
- Making sure the environment does not pose access difficulties;
- Being responsive to families regarding specific measures that may be required to ensure the safe participation of a child with a disability;
- Supporting our staff, other children and their families to understand and be inclusive of people with a disability; and
- Thinking about how we can encourage participation and feedback from children with a disability and their families.

### **Child Safety**

Heatherton Christian College has a broad range of procedures in place to protect students from the risk of child abuse. Risk minimisation strategies are discussed during all staff meetings. Furthermore, the College continues to look to develop procedures and policies to protect students

### **Rubbish**

It is the responsibility of the staff member on duty to ask students in the area to clean up rubbish.

### **Responsibilities**

The Executive Principal has overall responsibility for the implementation of this policy.

The Head of Campus must:

- arrange for student supervision according to school needs

- ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

### **Evaluation**

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

### **References**

Department of Health and Human Services. (2015a, December). *An Overview of the Victorian child safe standards*. Retrieved from <http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/child-safe-standards>.

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Victorian Department of Education and Training. (2013, September). *Supervision*. Retrieved from  
<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/supervision.aspx>.