

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 in relation to student supervision at school and at offsite locations.

Scope: Coordinator (Principal), Teachers, Staff, Volunteers, Parents

Implemented by: Coordinator (Principal), Teachers, Volunteers, Parents

Approved by: LC Parent Group, LC Board

Communicated via: Website; Policy Folder, Staff Induction, Parent Induction, Parent and Student meetings

Reviewed: Every three years, as legislative changes arise, or improvements identified

Overview

At Learning Co-operative (LC) we believe that every student has the right to experience a safe and secure school environment. Play and social interaction are fundamental to the learning process and we ensure students have opportunities for unstructured play during the day.

All staff/adults at LC 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/adults about how to satisfy that duty of care in all these settings.

On-Site Supervision Guidelines

- One or more Teacher(s) will be alert to student activities both in-class time and out-of-class times.
- A staff member/adult qualified in first aid will always be available during school hours.
- School rules, and boundaries are communicated and agreed to at student meetings.
- During structured learning time (meetings, focus times), when students are not in class, they are free to be within the In Class Boundaries.
- During unstructured learning, free choice time, students are free to be within both the In Class Boundaries and the Out of Class Boundaries.
- One or more staff member(s)/adult(s) will supervise students in designated zones/high-risk areas e.g. dam as agreed to in whole school meetings / student meetings
- Students are not allowed to leave the school grounds during school start and finish times unless in the care of a parent/carer/guardian.

On-Site Supervision Responsibilities

All staff, adults and volunteers:

- Remind students of school rules and boundaries agreed to at student and whole school meetings.
- Understand and implement any identified risk mitigation strategies as communicated by the Coordinator.
- Apply the Student Code of Conduct when appropriate.
- Apply the Digital Technologies Policy and Code of Conduct when appropriate.
- Take care to notice, take action and/or notify the OHS officer or the Coordinator 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 individual.
- Be aware of visitors to school grounds and provide appropriate supervision of visitors engaged in child-related or child-connected work.



Teachers (and staff, adults or volunteers during times of designated Supervision duties as communicated by the Coordinator):

- Apply first aid to minor injuries and call for the designated staff First Aiders for more serious injuries.
- Advise the Coordinator of any serious first aid or behaviour management events as soon as practicable after the event.
- Apply the Behaviour Management Policy when appropriate.
- At the end of the school day ensure all students wait inside the school boundaries until they are picked-up by a parent/carer/guardian
- Assess online learning activities, program and environments to ensure they maintain student safety.

Coordinator:

- Responsible for establishing (in communication with the Board and Parent Group) and implementing a system for supervision that is shared amongst staff, and adults taking into account the number of students being supervised, the type of activity being undertaken, the age, competency and vulnerability of students involved, and the nature and condition of any equipment and facilities being used.
- Implementing this policy and ensuring staff, teachers and volunteers are aware of their responsibilities.

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 and local conditions
- Ability of students
- Students with medical conditions or disabilities

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. At least



one staff member will be present on local excursions (less than 30 mins transport time from the school) and at least two staff members will be present on all excursions with a transport time over 30 minutes from the school.

Excursions, Activities and Classes Run by a Third Party

From time-to-time Learning Co-operative 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.

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 their 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 and harm.

Consent

Consent should be received from a parent before a student is allowed to participate in an advanced notice excursion, camp or other off-site activity. Before parents/carers/guardians can give permission, they must be made aware of 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
- 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 form 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 Coordinator. This itinerary should include the following details:

- The excursion venue and address
- Outline of activities



- Student list, highlighting any students with Medical Care Plans
- 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
- Risk assessment that includes bushfire risk management.

Based on the above information, the Coordinator will advise if the activity falls into High or Extreme level of risk and if so, a risk and safety assessment using the Camps and Excursions Risk Assessment form will need to be prepared and approved by the Coordinator.

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 Coordinator prior to the day of the excursion to an area that may be at risk of bushfire.

External Instructors

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

It is a requirement 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.



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 and teachers on behalf of the school for this purpose adhere to the following guidelines:

- The driver must be an Active Member of the Co-operative and have provided an up-to-date WWC
- The driver must hold a full and valid driver's licence
- The vehicle registration must be current
- The number of passengers transported in each vehicle should not exceed the number of seatbelts fitted, and where applicable by law students should travel in appropriate restraints or booster seats provided by parents
- 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.

Off-Site Supervision Responsibilities

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

- The excursion, camp or off-site activity itinerary planning has been approved by the Coordinator
- A Risk Assessment has been completed for any excursions, camps or off-site activities at a High or Extreme rating and have had these approved by the Coordinator
- Bushfire risk has been taken into consideration for all off-site activities, excursions and camps
- All consent forms are returned to the school
- The attending 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

School Coordinator is responsible for ensuring:

- That the school has adequate insurance cover for the proposed off-site activity.
- That any external instructors or third parties have the appropriate qualifications, experience, police clearance, insurance coverage and permits required



Related Documentation

- Camps & Excursion Risk Assessment Form
- Duty of Care Policy
- Student Code of Conduct
- Behaviour Management Policy
- Bullying and Harassment Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Occupational Health and Safety Policy
- Digital Technologies Policy
- School Bus Policy