

TERANG COLLEGE

SUPERVISION OF STUDENTS

POLICY (Staff)

1. RATIONALE

Terang College has a **zero tolerance of child abuse** and as such, all care will be taken to ensure students are appropriately supervised during all educational activities and are safe in all school environments.

2. AIMS

- 2.1 To ensure all staff at Terang College comply with supervision of student requirements as outlined in the Department of Education and Training Guidelines.
- 2.2 In addition to their professional obligations, principals and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable. Although the general duty is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve:
 - 2.2.1 providing adequate supervision in the College or at College activities
 - 2.2.2 providing safe and suitable buildings, grounds and equipment.

3. IMPLEMENTATION

- 3.1 Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2 **Classroom Supervision:**
 - 3.2.1 Students must be supervised in the classroom or specialist areas (This includes before and after school, and during recess and lunch breaks).
 - 3.2.2 The classroom teacher has ultimate responsibility for all students in their care (At law, the Duty of Care cannot be delegated), this includes supervision of students who are in the care of ancillary staff, parents or trainee teachers.
 - 3.2.3 External education providers and para-professionals must have appropriate certification (e.g. Working with Children's Registration) and ensure supervision guidelines are followed.
 - 3.2.4 In an emergency situation the teacher must contact the College Principal or Assistant Principal.
 - 3.2.5 It is essential for the health, safety and wellbeing of all that classrooms are locked when not in use.
- 3.3 **Movement of Children:**
 - 3.3.1 Care needs to be taken in allowing students to leave the classroom.
- 3.4 **Yard Supervision:**
 - 3.4.1 Playground and yard supervision is an essential element in teachers' duty of care and can be a positive way of developing relationships between teachers and students.
 - 3.4.2 Teachers must be aware yard duty supervision within the College requires the teacher to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities. Teachers are also expected to follow Terang College's policy whilst on yard duty.
 - 3.4.3 Teachers rostered for duty are to attend the designated area at the time indicated on the roster and to remain in the designated area until the bell signals the end of the break period or until replaced by the relieving teacher, whichever is applicable.
 - 3.4.4 The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty should send a message to the office, but not leave the area until replaced
 - 3.4.5 No changes to the yard duty roster are to be made without the approval of the Daily Organiser, Principal or Assistant Principal.
 - 3.4.6 A teacher on yard duty must be alert and vigilant and must intervene immediately if potentially dangerous behaviour is observed in the playground. The teacher should enforce Terang College

behaviour standards and logical consequences of playground safety rules, and should keep moving during supervision in order to cover the full assigned area.

3.5 **Unsupervised Activities:**

3.5.1 The degree of supervision to be provided for students leaving the College during school hours to engage in educational activities is a matter for local decision. To insist on direct teacher supervision of all activities would severely inhibit the development of many valuable College programs where students are encouraged to undertake activities outside the College either individually or in small groups. The degree of supervision will vary according to the nature and environment of the activity, the age and maturity of the students and the size of the group. The Principal may decide:

3.5.1.1 direct teacher supervision is needed.

3.5.1.2 adequate supervision can be exercised by a single teacher, or by a number of teachers, or by a teacher assisted by other adults.

3.5.2 The Principal will require that where direct supervision is not provided, the teacher maintains a formal record of the activity. This record will include: a description of the activity to be undertaken, including locations; the names and ages of students involved; the time of leaving and returning to the College.

3.5.3 Prior written approval of the parent or guardian must be obtained before students are allowed to leave the College premises without direct supervision of a teacher or other adult.

3.6 **Out of School Hours:**

3.6.1 The College publishes advice to parents each term reminding them students should not arrive at the College before 8:40am as the College is unable to provide supervision for students prior to this time.

3.6.2 The College publishes advice to parents each term reminding them that after normal school hours, students should leave the College grounds and proceed home as quickly as possible.

3.6.3 Student supervision is provided at the bus pick up area until such time as the last bus has left the College.

3.6.4 Any students that miss their bus are required to proceed to the General Office so contact can be made with the student's family and arrangements made for collection (or approval given for drop off) of the student.

3.6.5 When staff are available year 11 and 12 students are able to access the College library before and after school to undertake study. Parents are to be made aware their students may not be supervised during this time,

3.7 **Excursions and Incursions:**

3.7.1 Refer to the Excursions Policy.

4. EVALUATION

4.1. This policy will be reviewed every three years.

Approved by College Council on 20/08/2018