



# Warringa Park School On-Site Supervision Policy

## **Rationale:**

Teachers and other staff in a school have a responsibility to take reasonable steps to protect students from risks of injury, including those that may be encountered within the online learning environment. Teachers must understand their Duty of Care responsibilities and other school-based policies that work to support it such as the Student Engagement and Wellbeing Policy and Acceptable Use Agreements.

## **Definition:**

“Duty of Care” is an element 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.

In order to successfully bring a claim in negligence for compensation for an injury, a person must establish, on the balance of probabilities, that:

- a duty of care was owed to the person harmed at the time of the injury
- the risk of injury was foreseeable
- the likelihood of the injury occurring was more than insignificant
- there was a breach of the duty of care or a failure to observe a reasonable standard of care
- this breach or failure was a cause of the injury.

The fact that a duty of care exists does not of itself mean that a school will be liable for an injury sustained by a student. In order for the student to succeed in a negligence claim, all of these elements must be established.

Whenever a teacher-student relationship exists, teachers have a special duty of care. This has been expressed as: “a teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen.” (Richards v State of Victoria).

The nature and extent of the duty will vary according to the circumstances. For example, the standard of care required will be higher when taking a group of preps for swimming lessons than when teaching a group of year 12s in the classroom.

The important issue in all cases will be what precautions the school could reasonably be expected to have taken to prevent the injury from occurring.

Principals and teachers are held to a high standard of care in relation to students. The duty requires principals and 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
- ensuring that medical assistance is provided to a sick or injured student.

**Aim:**

To educate and reinforce to the staff and school community what steps need to be taken to ensure that students are safe and adequately supervised at school.

**Implementation:**

**Staff**

- The school will ensure that staff are rostered to supervise the school grounds during recess and lunch times. Recess from 10:40 – 11:30 and Lunch from 12:50 – 14:00 (Middle, Early years and Later Years –WPS). Please refer to Appendix A: Yard Duty Policy
- As part of its duty of care WPS is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.
- Staff will follow all guidelines for behaviour management as set out in the Student Engagement and Wellbeing Policy.
- Staff are required to actively supervise the school grounds when rostered to do so.
- Staff are required to supervise all learning environments; the classroom spaces are also considered a learning environment. Therefore as part of that duty, teachers are required to adequately supervise students who are working in these spaces.
- Staff are required to ensure that they have adequate supervision when organizing excursions and that the staff student ratio complies with DET (Department of Education and Training) guidelines for the type of event.
- Staff are required to complete all appropriate risk management documentation before camps and swimming events.
- Staff are required to notify the principal or OHS (Occupational Health and Safety) representative of any 'near miss' events or dangers.
- Staff are required to write up all first aid treatments provided.
- Students who have not been collected by a parent or carer at 15:05 are taken to the foyer and a staff member to accompany student until parents or carer arrive.
- Staff are required to accompany their students from the classroom to the busses and pick their students up from the busses in the morning.
- A member of staff is to remain with a student or a group of students at all times.

**Parents**

- Parents are encouraged to contact the school if they become aware of a bullying problem involving their child or another person's child.
- Parents are required to enter the school grounds to physically collect their child.
- Parents are required to ensure that their child is dropped off by 9:10 am collected by 3:00 pm if their child is not using the school busses

- Parents to be aware that the school busses take preference dropping off and picking students up in the mornings from 8:45 to 9:15 am and in the afternoons from 2:45 – 3:15 pm
- Parents will not have access to enter the school using private transport at these times.
- Parents to please sign in and out using the Kiosk when they deliver and pick their child up from classrooms
- Parents are requested to minimise classroom disruption when they deliver and pick students up from the classroom
- Records are maintained of visitors to the school.
- Parents/carers are discouraged from sending their children to school before the designated supervision time in the morning.
- All visitors to the school are required to report to the main office and to log on as a visitor on the Compass Kiosk system.

## Students

- Are to report all playground incidents involving themselves or others to the teacher on duty
- Are not to enter classrooms without a teacher
- Are to engage in appropriate use of the internet and school network as set out in the school's acceptable use policy
- Are to adhere to the out of bounds areas e.g. car parks, the main road into the school, behind buildings and on top of buildings.
- Students are to remain in the zone they have chosen for recess and lunch and walking around in an unsupervised area is not permitted.
- Students must be signed out of the school if departing prior to the normal end of the school day.

## Supervision Before and After School

- The school will provide staff supervision for students arriving before school between 8.40 am and 9.00am.
- This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
- Supervision of students during school events will be made available to our parent community.
- Sufficient staff members will be allocated by the school Principal to supervise students during these periods.
- Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Principal.

## Supervision at Recesses and Lunch Times

- Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff meetings, email, published timetables and most recent version will be displayed in the classroom.

- Staff are required at to move around the designated playzone and refrain from having conversations with other staff members.

### Unauthorised Student Departure from School

- When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.
- Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

### Early Departure of Students Prior to Dismissal Time

- Students must be signed out of the school if departing prior to dismissal time. A 'Sign Out Register' is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.
- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a parent/guardian or parent nominee.
- No students will be sent home on their own outside of normal dismissal time.

### Arrangements for Students Not Collected After School

- If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.
- Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.
- Information about the whereabouts of the student will be left with via an text message or voice message to parent or emergency contact.

### Arrangements for Student Supervision on School Camps and Excursions

- The school will provide supervision ratios in line with the Department's policy as outlined in the DET School Policy & Advisory Guide, depending on the nature and location of the school activity.
- The school is responsible for their students travelling on public transport to and from school and monitors and follows up on this at all time.

### Evaluation:

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns

This policy was last ratified by School Council in....

20/06/16

## Appendix A



# Warringa Park School Yard Duty Policy

### **Rationale:**

Adequate supervision of students in the school yard is a requirement of the school's duty of care.

### **Aims:**

- To insure students are provided with a safe play zones
- To share adequate and appropriate supervision of students in the school yard

### **Implementation:**

- Supervision of students is the responsibility of all staff.
- Staff on duty should at all times engage with the students in the yard.
- A roster system will be used to timetable staff members for yard supervision.
- Yard supervision will include recess and lunch breaks.
- Staff are expected to undertake bus duty and supervision each morning and afternoon.
- The yard supervision roster will basically require staff members to undertake yard duty for recess and lunch breaks on specific days.
- Rosters are drawn up for staff allocation to designated play zones.
- There must be a teacher on duty in the play zone
- There are designated play areas which will be allocated to specific groups of students
- Rules for different play zones are documented and displayed in a prominent position
- Learning centre leaders will be responsible for coordinating the roster, and for negotiating specific duty times or days with individual staff members.
- The school nurse will be responsible for supervision of the first aid room during recess and lunch times
- Yard duty staff members will record any incidents which occur during the break times on the PBIS link on the portal. <http://pbis.warringapark.vic.edu.au/>
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments or excursions etc. are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff on yard duty must wear a yard duty vest supplied by the school
- Staff will be provided with hats and sun block for periods of hot weather.
- Staff on yard supervision must approach intruders or unknown people in the yard, or alternatively use the phone provided to seek assistance.
- Staff will give consideration to the provision of both organised and impromptu activities.
- A yard duty protocol will be placed in the CRT folder and displayed in the classroom.
- A laminated yard duty roster will be provided for each learning centre

### **Wet day arrangements**

- Wet day timetables are determined and announced by a learning centre leader
- Students remain in their classrooms and staff are to make their own arrangements for supervision and relief

### **Other important considerations**

- Staff on duty should endeavour to be the first and last person(s) in the yard.
- Awareness of the responsibilities and possibilities of the task should always be present.
- Seek to provide positive intervention and guidance that promotes co-operative, enjoyable interactions.

### **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle but also occurs on a regular basis prompted by changing circumstances and raised concerns

This policy was last ratified by School Council in

15/06/15