



## Supervision Policy

2015

Review

Contents:

Aim.....	3
Duty of Care.....	4
School Supervision Plan.....	5
Assessment of Risk	
Excursions.....	6
Travel.....	6
Factors.....	6
Consultation committee.....	7

## Aim

It is crucial that every school and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

- The Department of Education and NSW Teachers Federation recognises that:
- The duty of care by the DEC through its staff to students.
- Principals and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open.
- Parents (inclusive of guardians and legal guardians), caregivers, students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students in travelling to and from schools. Principals and teachers have an educative role to assist in providing for the welfare and safety of students in travelling to and from school.
- The commitment of teachers and DEC to provide a safe learning environment for students.
- The goodwill of teachers in providing a range of extra curricula activities for students .
- The need for supervision arrangements to have regard to the wide range of responsibilities of teachers including timetabled class time, lesson preparation, professional development and administrative tasks.

## Duty of Care

The duty of care is a duty to take reasonable measures to protect students against the risks of injury which could have reasonably been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all circumstances are reasonable to prevent injury. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.

The duty of care will arise whenever a teacher/student relationship exists. Therefore:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's care from risk of harm that the teacher should have reasonably foreseen. This requires not only protection from known hazards, but also protection from those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities.
- The school principal is responsible for making and administering arrangements for adequate playground supervision.
- Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.
- A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties.
- Duty of care must be exercised from the time the school formally accepts the presence of students until they safely depart the school after normal classes finish. Once parents or caregivers are on sight, at the beginning or end of the day, the students become the responsibility of the parents or caregivers.
- At times, due to the nature of small schools, there may only be one qualified teacher on site however, a second adult must always be present.

## School Supervision Plan

Teachers are required to be on duty at their schools half an hour before school work begins in the morning and may be required to be present, if though necessary by the teacher in charge of the school, for half an hour after the dismissal of the school in the afternoon.

- Supervision will begin half an hour before school work begins and half an hour after school work ends.
- Supervision involves a teacher presence in the playground and/or buildings where students are present.
- Special arrangements apply in relation to school activities such as excursions and sporting activities conducted outside the school grounds.
- The school will be open during the following times Monday to Friday 8:30am to 3:30pm unless otherwise stated. A note will be sent home to parents or caregivers if there is a change to times.
- Students will be instructed to seek the help of the teaching staff as required.
- Students will be instructed as to what constitutes unsafe activities.
- It's the duty of all teachers to ensure children leaving the school grounds at the end of the day do so safely. There is to be a teacher out front of the school to ensure children are collected by parents or walk across the road in a safe manner.

## Assessment of Risk

It is crucial that every student and staff member actively provides for the protection, safety and welfare of students. Ensuring the protection, safety and welfare of each student helps create the foundation for an effective learning environment.

### Excursions

- Before an excursion or extra activity taking place at school a permission note is to be sent home stating all the relevant information. It must be returned before students will be allowed to participate.
- A risk assessment is to be undertaken by the supervising teacher for excursion, including travel to and from the venue.
- Excursions and out of school sporting activities require that a teacher accompanies students. The correct adult to student ratios are to be adhered to.
- to collect their child/ren before the end of the excursion.

### Travel

- The use of the school bus is for the intended purpose of transporting students to and from venues for excursions out of the school. It is not to be used as a commuter or hired out for community usage.
- The bus must be driven by a teacher and staff members must be present on the bus anytime students are on board.
- Students and staff must wear seat belts while travelling.
- If an excursion begins or finishes after school hours students that live in town may be picked up and dropped home by the school bus, if stated so prior in a permission note.
- Students under the age of 5 years are not able to be transported on the school bus.
- Students may also be transported in staff or parent cars for excursions. Students must wear seatbelts while travelling in cars and still must adhere to the school rules and discipline policy.
- As travel to and from an excursion is considered part of the school day students are expected to follow the school rules and discipline policy and its associated consequences.

### Factors

In order to create an effective supervision plan the factors listed below must be taken into account:

- The type and nature of the activity be undertaken
- Physical conditions
- Age, maturity and number of students
- Climate
- Number of teachers available
- Emergency situations and procedures
- Potential hazards

## Consultation Committee

Enngonia Public Schools Attendance Policy has been updated with consultation from the school community.

Name	Role	Signature
Melissa Harrison	Principal	
Heather Stone	Classroom Teacher	
Linda Oldfield	Classroom/Pre-School Teacher	
Fiona Secomb	Classroom/Pre-School Teacher	
Kahla Baker	SAM	
Patricia Smith	Classroom AEO	
Tracey Kelly	Pre-School AEO	
Glen Campbell	SLSO	