

Supervision Policy

Purpose of this policy:

The purpose of this policy is to enable Rossbourne to ensure the safety of students while under its care.

Objective:

- The Principals must ensure:
 - appropriate arrangements are in place for student supervision before, during and after school hours
 - staff members are aware of their specific responsibilities relating to student supervision
 - parents/guardians are regularly informed about supervision available before and after school
- Parents/guardians are responsible for the care and supervision of students travelling to and from school.

Supervision is an integral part of the whole education and care experience. At its most basic level, supervision helps to protect children from harm and hazards that may arise in their daily experiences in play, interactions with others, and daily routines. Adequate supervision means that an adult can respond immediately including when a child is distressed or is in a hazardous situation.

Supervision is constantly observing and relating to individual children and groups of children to contribute to their safety, health and wellbeing.

Supervision involves more than preventing or responding to potential or actual harm and hazards. It requires the supervisor to be actively involved with children and have knowledge of what each child is doing at any given time of the day.

Through supervision educators get to know each child and develop essential understandings about them in the social setting of the education and care service.

Thoughtful supervision of children creates opportunities to assess each child's strengths and interests and ways of relating to other children and adults. These assessments are valuable contributions to planning the program. Sharing assessments with families, with others responsible for the child and with the children themselves is important. This helps to build partnerships and increase understanding of children.

Supervision can contribute to building positive relationships between educators and children. When children are being supervised adequately, there will be evidence of strong, mutually respectful relationships between educators and children.

Accountabilities

The Principals 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.

When making supervision arrangements Rossbourne must consider reasonably foreseeable risks of injury including hazards that:

- are known
- could have been foreseen and prevented.

School students cannot be used as supervision staff.

Planning for supervision

Several factors affect decisions about how many qualified supervisors are needed for supervision and where they should be placed. The number of supervisors needed in each area of the service for adequate supervision will need to be carefully considered. It will depend on the number of children and the different areas in which the children are located at any one time. A flexible approach to supervision placement throughout the activity will be required to ensure adequate supervision.

Adequate supervision requires teamwork and constant communication among all educators.

All areas available to children in all activities must be supervised. All educators must be alert to and aware of what is going on around them. Supervisors must be alert to the potential for accidents, injuries and other harmful incidents throughout the whole activity, not just within their own immediate area.

Supervision responsibilities during school hours

The following lists supervision requirements/considerations for specific circumstances during school hours.

Recess and lunch times

Students must be supervised during recess and lunch. For students who seek to leave school premises during lunch or recess, written requests from parent/carer must be provided prior to the departure.

Camps & Excursions

Rossbourne must ensure appropriate levels of supervision are planned for all student camps and excursions, including local excursions.

Minimum supervision number two staff for groups on excursions or camps.

Minimum requirements for excursions as per the Department of Education and Training view:

<https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>

For further reference view: Rossbourne: *Excursions, Camps and Adventure Activities Policy*

Visiting speakers/instructors

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools.

Supervision responsibilities before and after school

Principals must ensure:

- school supervision commences at 8.15am on student days
- parents/guardians are regularly informed about supervision times before and after school
- sufficient teachers are available to supervise the departure of students at the end of the school day
- Crossing point: Power Street / Burwood Road intersection is monitored at the end of the day
- Manningtree Road is monitored at the start and end of the day
- Bus pick ups are supervised at the end of the day
- teachers supervising departures are not called away for other duties without alternate supervision being arranged.

More supervision may be required:

- before or after school, based on local circumstances that may occur on a random occurrence.

Supervision responsibilities other non-teaching periods

Principals must ensure:

- school supervision is provided where appropriate for non-teaching periods
 - Pandemic supervision
 - Rossbourne conducted after school activities
- in these situations parents/guardians may be required to be updated on the supervision arrangement
- sufficient teachers are available to supervise the student numbers
- teachers supervising departures are not called away for other duties without alternate supervision being arranged

School Entry Points

The Principal may organise supervision of entry and exit points that considers:

- any entry or exit points that are in use
- road traffic conditions

- designated pick up and drop off areas
- whether any entry or exit points should be:
 - locked
 - designated as out of bounds
 - supervised.

Public Transport

Rossbourne is not obliged to supervise students using public transport, but may decide to provide supervision as required at public transport stops or stations based on:

- the proximity of the school to the public transport stop/station
- known risks to students using that transport
- unruly or antisocial student behaviour.

Parent responsibilities and roles in supporting student supervision arrangements

Parents and guardians are responsible for the care and supervision of students:

- travelling to and from school
- outside the times of school supervision before and after school.

Rossbourne will assist with travel training and matching travel buddies to support public travel.

Reference:

<https://www2.education.vic.gov.au/pal/supervision-students/policy>

<https://www2.education.vic.gov.au/pal/excursions/guidance/supervision>

Yard Duty and Supervision Policy

Child Safety Policy & Procedures

Excursions, Camps and Adventure Activities Policy

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