SUPERVISION

VALUES: Responsibility, Care, Co-operation, Justice, Respect.

POLICY: St. Clare’s school has a duty of care to provide adequate and appropriate supervision for all students.

GUIDELINES: Supervision commences at 8:20am and concludes at 3:20pm each day. Before and after these times, student safety is the responsibility of parents/guardians.

Supervision of students is the responsibility of all staff.

Supervision of students will be based on the assessed risk of an activity.

Saint Clare’s will have appropriately trained first aid officers.

See attached – School Supervision Plan.
SAINT CLARE’S
SCHOOL SUPERVISION PLAN

St Clare’s School owes its students a non-delegable duty to ensure that reasonable care is taken for ensuring their safety, so far as is reasonably practicable. As such, St Clare’s School will ensure that adequate supervision of students is provided while students are in the school’s care.

The School will carry out its duty of care towards students by:

- ensuring sufficient numbers of competent supervisory staff are available to conduct the school safely;
- ensuring sufficient numbers of competent supervisory staff accompany a group of students on excursions, sporting and extra-curricular activities;
- devising a safe system of playground supervision;
- properly training staff in supervision techniques/responsibilities;
- purchasing and maintaining safe playground equipment;
- ensuring students do not undertake inherently dangerous activities while in the school’s care.

Supervisory Staff

Supervisory staff including teachers and others will:

- carry out their duties of care towards students to take reasonable care for the safety of students under their control and supervision;
  (NOTE: ‘reasonable care’ means that supervisory staff must respond to all elements of foreseeable risk and take reasonable steps to ensure that a student does not risk injury and that the health of the student is not put at risk. The duty is NOT to ensure that no harm will ever occur but a duty to take reasonable care to avoid harm being suffered).

- endeavour to achieve a balance between meticulous supervision of students and the desirable objective of encouraging students’ independence;

- consider the following factors (non-exhaustive) in determining the standard of care required:
  o the student’s age, experience and capabilities – the standard of care is a high one where young students are concerned but may be lower in the case of mature post-compulsory students;
  o physical and intellectual impairment;
  o normal practices within the school;
  o administrative directions and regulations;
  o the unusual susceptibility of some students – for example, students afflicted with asthma or other medical conditions;
  o The degree of risk involved with certain school activities – for example, sporting activities, cooking and chemistry experiments - involve some degree of inevitable risk.
Procedures

Supervision before school
- Supervision of students in the playground is provided from 8:20 am.
- Parents are asked not to drop off their children prior to that time and be aware supervision of students is NOT AVAILABLE prior to that time.
- Students are expressly forbidden to play games before 8:20 am, when school starts.
- If students arrive at school before 8:20 am they must sit on the seats under the library and talk or read.
- Rostered supervision staff are indicated on the Playground Duty Roster

[Parents are advised on this procedure via newsletter]

Classroom supervision
- Teachers must be available (punctual) to escort students into the classroom.
- Teachers must proactively minimize risk in the classroom as low as reasonably practicable.
- If a risk is identified, the teacher must take positive steps to reduce the risk while ensuring curriculum provision is not compromised.
- Teachers must not leave the class unsupervised. If unavoidable (i.e. teacher needs to leave) the teacher must arrange for the adjoining teacher to supervise the class (open door and stand in the adjoining door way), or seek another teacher/staff member to supervise the class (e.g. contact reception).
- Where there is a requirement for a student to leave the classroom, the teacher must consider the distance, time and any potential danger to the students, and put controls in place to manage the risk appropriately.

Playground supervision during recess
- At the sounding of the bell at recess, the nominated supervisory teacher will proceed without delay to the area under the library to supervise students whilst eating.
- After 20 minutes at the first lunch break supervisory staff will proceed to their designated play areas of the playground.
- At the 2nd lunch break one teacher will supervise the entire lunch break.

Supervisors must:
- Arrange themselves in the designated area of the playground so that all of the designated area is covered and all children in it are in direct sight.
- Continually scan and move around the designated area.
- Develop a sense of anticipation, be pro-active and prepared to intervene when required.
- Observe children closely while they are using play equipment and remind them of the rules if they begin to use the equipment inappropriately or dangerously.
- Follow school procedures (e.g. administration of first aid; playground rules, reporting issues/concerns).
- Intervene immediately if you believe that games or activities are not appropriate.
• Supervise out-of-bounds areas.
• Actively supervise, listen to and watch children play; be aware of the environment and its potential risk, the weather conditions, the time of day and managing small and large groups of children; have an understanding of child development.

(Rostered supervisory staff are indicated on the Playground Duty Roster)

Supervision after school
Considerations:
• Bus students
• Car park areas
• Travel provision for special needs students
• Clear separation of pedestrian routes and traffic
• After school care facilities at the State School

Rostered supervisory staff must:
• proceed directly to the designated supervision area (pick-up area, bus areas);
• actively supervise students;
• supervise students onto buses;
• not allow students to cross the road or walk through the carpark unattended;
• escort students who have not been collected by a reasonable time to the office to contact parents/guardians.

Supervision on excursions and sporting activities outside the school grounds
• Teachers organising excursion and sporting activities are expected to detail adequate supervision arrangements in formal written risk assessments of the excursion/sporting activity.
• These risk assessments are to be provided to the Principal for approval, prior to the excursion/sporting activity.
• Teachers need to consider the following:
  o adequate planning of the excursion, including transport arrangements;
  o obtaining approval for the excursion from the Principal;
  o gaining parental permission;
  o advising parents of the excursion details;
  o ensuring staff requirements are met in terms of a staff-student ratio (based on a risk assessment), briefing parent volunteers on safety and behaviour measures to ensure competence;
  o maintaining a higher standard of care than that which is exercised in the familiar, comparatively safe and predictable school environment.

Travelling to and from school
Generally schools have no supervision responsibilities when students are travelling on public transport.
Transporting students in private cars

Essential points include:

- supervision arrangements are adequate to ensure students’ safety (consider practicability and reason, degree of supervision required);
- driver of vehicle an appropriate person to supervise students (experienced with children);
- vehicle is registered and roadworthy and suited to the requirement eg adequate capacity for the number of students being transported;
- supervision arrangements ensure students refrain from ‘skylarking’ within the vehicle;
- supervisor/driver a ‘blue card’ holder where required.