

Student Safety and Supervision Policy

Purpose:

The purpose of this policy is to ensure that the school satisfies its duty of care in supervising students while on the school site or engaged in off-site learning activities.

The school has a legal duty of care required for students while attending school and school-related activities and is committed to establishing the arrangements for proper supervision. This policy supports a school culture and environment where students and staff feel safe and supported in a positive learning environment.

This policy applies to all teaching and non-teaching staff at Daylesford Dharma School, including education support staff, casual relief teachers and visiting teachers.

Summary:

- Daylesford Dharma School will provide adequate supervision of its students in the classroom, and in the school grounds, and during off-site learning activities, as its duty to take reasonable care of its students.
- The School will ensure that its Off Site Activities procedures provide adequate supervision of its students in its duty to take reasonable care of its students, and that no students take part in activities without the approved consent forms.
- The School will provide appropriate alternate arrangements for students who do not have permission forms to partake in off-site activities.
- The School will satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different qualified staff.
- The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school and in alignment with the Educational Services (Teachers) Award 2020.
- The teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury and harm.
- A roster system will be used to timetable staff members for yard supervision. Yard duty supervision will include before school (8.30am – 9.00am), recess and lunch breaks, and after school (3.20pm – 3.45pm).

- Parents/carers are discouraged from sending their children to school before 8.45 in the morning. Parents/carers are encouraged to pick up their child promptly at 3.20 and by the end of the designated end of day supervision period at 3.45pm.
- Outside of these specified supervision times from 8.30am - 3.45pm, the supervision of students is the responsibility of parents/carers.
- Parents/carers who may require additional supervision for their children in an unplanned urgent situation, need to arrange this with the Principal to ensure adequate supervision can be organised.
- At times when children need to leave the school to attend an appointment under the supervision of the parents/carers, the school procedure of signing the student's exit and return to school must be maintained through the Office.
- A student will not be released into the care of another adult without direct permission of the parents/carers.
- Parents will also be informed via the school's eNews and the Community Handbook, of the times when staff members will be rostered to undertake supervision before and after school each day.

Guidelines:

Teachers and Staff will be required to maintain supervision of students at all times. 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.

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information will be clearly provided to parents/carers on a regular basis via the eNews and in the Community Handbook on the school's website.

For Off Site learning activities, teachers and staff are required to follow the Off Site Activities policy and procedures, and obtain student consent forms and provide activity details to parents/carers.

Responsibilities:

The Principal must:

- Ensure there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps.

- Inform staff members and visiting teachers of their specific responsibilities relating to student supervision and Child Safety.
- Oversee the teaching timetable and staff rosters for student supervision and brief all staff about their responsibilities for supervising students during school times, as well as before and after school, and while engaged in off-site activities.
- When reviewing supervision arrangements, consider the reasonably foreseeable risks of injury including hazards that are known and that could have been foreseen and prevented.
- Ensure that students understand the supervisory arrangements in place throughout the school day, including yard duty supervision and ensuring students always promptly seek first aid assistance from the supervising staff member.
- Update parents/carers each term via the eNews about the supervision that is available before and after school hours for students.
- Update parents/carers regarding their responsibilities for the care and supervision of students travelling to and from school.

Supervising staff must:

- Follow all reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places.
- Stay informed regarding their specific responsibilities relating to student supervision.
- Ensure they are on time and available to perform their duties on the yard duty roster.
- Undertaken their supervision duties in a way that identifies and mitigates risks to child safety.

Application of this policy:

Before and After School Supervision

Daylesford Dharma School's grounds are supervised by school staff from 8.30am to 3.45pm.

Families are advised in the Community Handbook that children can arrive at school at 8.45am and need to be collected at 3.20pm promptly. Each term, the eNews briefs parents that school supervision can only be from 8.30 to 3.45pm and outside of these hours, school staff will not be available to supervise students.

Areas supervised:

Before School supervision

The school entrance is supervised before school from 8.30am and then after school until 3.45pm. Teachers supervising arrivals and departures can not be called away for other duties without alternate supervision being arranged.

The supervising staff member greets each student and supervises the playground and assembly area that includes the carpark entrance until 9am when the bell is rung.

After School supervision

The afternoon supervising staff member attends the carpark entrance within the playground ensuring that students are collected only by a parent/carer, unless a prior arrangement has been authorised through the Office. The Office Manager communicates any authorised changes for student collection prior to 3.20pm.

Teachers are responsible for ensuring that students delegated to travel home on bus services, leave their class at 3.05pm with the bus Coordinator to assemble and have a roll check. The Bus coordinator ensures that the correct students are designated to travel and are accounted for.

A student who has not been authorised by a parent/carer to be collected by their usual nominated person, will not be permitted to leave the school until this permission has been established. It is the responsibility of the parents/carers to communicate any changes to the Office prior to collection. The Principal or their delegate will oversee and document any changes to authority to collect with this procedure.

Procedure for early arrivers and late collection:

If a student arrives at school before supervision commences at 8.30, the Principal or delegated staff member will, as soon as practicable, follow up with the parent/carer to: advise of the preferred supervision arrangements before school.

If a student is not collected before supervision finishes at 3.45, the Principal or delegated staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the nominated emergency contacts
- contact Victoria Police and/or the DFFH Child Protection services to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision or recess and lunchtime supervision, must follow the processes outlined below.

Yard duty - Recess and Lunchtime:

Students must be supervised at all times during recess and lunchtime. A supervising staff member cannot be called away from their roster duty without a replacement.

All staff at Daylesford Dharma School are expected to assist with yard duty supervision and will be included on the roster. The Office Manager is responsible for preparing and communicating the yard duty roster prior to the commencement of each term which is oversighted by the Principal.

Staff are required to be in the playground at the front of the school for yard duty supervision. Staff are expected to patrol across the different play areas to provide a supportive presence for the children.

Playing area

The playground equipment, general gardens, assembly area, cricket pitch, oval and netball court area are all located at the front of the school. This area is clearly defined in the school and also visible from the verandah, Office and classrooms. Students only have access to the front of the school as their playing area.

Visiting speakers/Instructors

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

All visitors must sign in at the Office and collect their lanyard:

- the Office Manager or Leadership will check for a WWCC card and document this,
- a school lanyard will be provided to the visitor that identifies them as a visitor and their WWCC status.
- Regardless of the WWCC status, all visitors will never be left unsupervised with students and will always be supervised by a VIT registered teacher.
- A parent/carer, visitor or contractor to the school who does not show a current WWCC at their sign in, will be supervised at all times by the Principal or delegated Leadership until they have left the property.

The Daylesford Dharma School accepts that a legal duty of care arises wherever a student/teacher relationship exists. However, duty of care responsibilities rest with all school staff depending on their roles and responsibilities.

Linked Policies:

DDS-POL-005-Child Safety and Wellbeing policy

DDS-POL-022-Offsite Activities policy

Review Date:

October 2023

Basis of Discretion:

Not applicable.