

	PARADE COLLEGE
POLICY:	ONSITE SUPERVISION POLICY

1. Introduction

- 1.1 Parade College (**the College**) have a duty to take care of students whilst they are present on site at the College. Supervision is a key element in exercising this duty of care and preventing injuries to students during the course of College related activities.
- 1.2 Teachers are required to exercise their supervisory duties in such a way that students are, as far as can reasonably be expected, protected from injury.

2. Purpose

- 2.1 The purpose of this Policy is to assist the College in providing a safe environment for students at all times throughout the day.
- 2.2 This Policy does not include supervision levels for camps and excursions. Please refer to the Excursions Policy and Camps and Overnight Excursions Policy for more details.

3. Policy

- 3.1 The College will arrange for student supervision according to the College's needs.
- 3.2 The Principal will ensure that all College employees and volunteers are aware of their responsibilities to supervise students during school times, as well as before and after school where they are on onsite.
- 3.3 Specific responsibilities will be allocated to College employees to undertake supervision to protect students from reasonably foreseeable risks of injury including hazards that:
 - (a) are known; and
 - (b) could have been foreseen and prevented.

Supervision Responsibilities Before and After School

- 3.4 Supervision will be provided:
 - (a) Before school from 8:20am Monday to Friday; and

- (b) After school until 3.30pm, Monday to Friday.
 - (c) Supervision will be provided for students in the CCLC and NLC from 7.45am to 8.40am Monday to Friday.
- 3.5 The College will ensure that:
- (a) Parents/guardians are regularly informed about supervision available before and after school;
 - (b) Sufficient teachers are available to supervise the departure of students at the end of the school day; and
 - (c) Teachers supervising departures are not called away for other duties without alternate supervision being arranged.

Supervision Responsibilities at Lunchtime and Recess

- 3.6 Students will be supervised during recess and lunchtime.
- 3.7 The level of supervision will be based on the following factors:
- (a) The age and maturity of students;
 - (b) The size of the group in any given area;
 - (c) Whether or not students are indoors or outdoors (weather dependent);
 - (d) The suitability and safety of the premises; and
 - (e) The visibility of students on the premises.
- 3.8 The designated areas for yard duty during recess and lunch time are: published in the Yard duty Locations and Descriptors documents for Preston and Bundoora Campus.
- 3.9 Staff rostered for yard duty must remain their designated area until they are replaced by a relieving teacher or until the end of the break.
- 3.10 During yard duty, supervising staff must:
- (a) be alert and vigilant, constantly moving and scanning the area;
 - (b) methodically moving around the designated area;
 - (c) only use mobile phones if needed to contact the College office in an emergency;
 - (d) intervene immediately if potentially dangerous or inappropriate behaviour is observed;
 - (e) enforce behavioural standards and implement appropriate consequences for breaches of safety rules;

- (f) model expected behaviour, for example, by wearing hats when supervising in unshaded areas on days of high UV index;
- (g) ensure that students who require first aid assistance receive it as soon as possible;
- (h) log any incidents or near misses in the Incident Register available on the College Learning Management System.

In the classroom

- 3.11 The classroom teacher is responsible for the supervision of all students in their care during class.
- 3.12 If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the adjacent room if available to supervise their class.
- 3.13 If that teacher is not available, the teacher should contact College Reception for assistance.
- 3.14 The teacher should wait until a relief teacher has arrived before leaving the classroom.

4. Implementation

- 4.1 This Policy is implemented through a combination of:
 - (a) training;
 - (b) effective communication and incident notification procedures;
 - (c) effective record keeping procedures; and
 - (d) initiation of corrective actions where necessary.

5. Breach of this Policy

- 5.1 Where a College employee breaches this Policy, the College may take disciplinary action, including termination of their employment with the College.

6. Related policies

- 6.1 Yard Duty Location and Descriptors;
- 6.2 Camps and Overnight Excursions Policy;
- 6.3 Excursions Policy;
- 6.4 Critical Incident Management Plan;
- 6.5 Restrictive Interventions Policy;
- 6.6 Offsite Supervision Policy;

- 6.7 Student Bus Code of Conduct;
- 6.8 Child Protection and Safety Policy;
- 6.9 Child Safety Code of Conduct.

Approved by the College Board: July 2020