



## POLICY TITLE: SUPERVISION POLICY

### DEVELOPED/REVIEWED BY

Human Resources Manager  
Senior Leadership Team

### REVIEW SUMMARY

The King David School and all teachers have a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision. At The King David School, the adequate supervision of students is the responsibility of all staff. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen.

### DOCUMENT DEVELOPMENT PROCESS

This document was reviewed by the Heads of School and the Human Resources Manager in June 2024 considering the new Child Safe Standards coming into effect from 1 July 2022.

### RATIONALE

The King David School promotes the safety and wellbeing of all students and provides adequate and appropriate supervision of students within the School, including:

- All indoor and outdoor activities
- Activities that occur off-site
- Activities involving external providers
- School sponsored activities that occur outside school hours

### DEFINITIONS

<b>active supervision</b>	Requires focused attention and intentional observation of students at all times.
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### PRINCIPLES/GUIDING PRINCIPLES

Supervision will be provided to students that considers the degree of care needed for the protection of students and having regard to:

- their age, skill, and experience
- any physical and/or intellectual impairments
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of the activities being undertaken and their corresponding hazards

The School will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

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Accidents and incidents will be recorded via an incident report as well as follow up and remedial actions undertaken as appropriate to the situation and in accordance with relevant policies.

This policy will be implemented through a combination of:

- Staff training
- Effective communication and incident notification procedures
- Effective record-keeping procedures
- Initiation of corrective actions where necessary

## PROCEDURES

### **Indoor and Outdoor Activities at the School**

The following procedures will be followed for indoor and outdoor activities at the School:

- teachers are responsible for supervising the students in their class at all times while they are in charge of their class
- students will be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular routine
- adequate age-appropriate supervision in class, including consideration of the nature of the activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment
- if teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher
- education support officers, trainee teachers, non-VIT registered experiential educators or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher
- teachers must exercise due diligence in designing activities that take safety and care into consideration for all students with even greater care for younger students or students at risk
- trainee teachers, education support officers, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher
- the School's Standards of Behaviour are discussed at the start of each year and regularly throughout to highlight expectations, set appropriate boundaries and assist the smooth conduct of the class
- Jewish Experiential Educators (JEEs) may supervise students on or off campus as long as there is a VIT registered teacher available to assist if called upon

### **Yard Duty**

School grounds supervision is an essential element of a teachers' duty of care to students. In supervising students, a teacher's duty of care is one of positive action.

Teachers are required to adhere to the following principles while undertaking yard duty as follows:

- child safety is the priority
- teachers are expected to follow the yard duty roster
- teachers rostered for duty must attend the designated area at the time indicated on the roster as per any revised bell times communicated to staff by the Daily Organiser
- teachers on duty must remain in the designated area until the bell signals the end of the break period or until replaced by the relieving teacher, whichever is applicable
- the handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty must send a message to the office, and not leave the area until replaced
- if a teacher rostered for duty is absent due to another activity, it is that teacher's responsibility to notify the Daily Organiser
- teachers on duty must be alert and vigilant. Teachers must intervene immediately if potentially dangerous behaviour is observed in the School grounds and enforce school behaviour standards and Child Safe Standards
- teachers on yard duty must be continually moving around the designated area
- pedestrian crossing duty brings an extra expectation of supervision:

- o teachers must direct students to cross the road only when it is safe to do so AND the green walk sign is displayed

### **Offsite activities including camps, excursions, and local functions**

The following are requirements for offsite activities including activities, camps, and excursions:

- for each offsite activity, there is a designated teacher-in charge
- all teachers, educators and other staff members must defer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern
- all teachers are responsible for all the students in the activity
- helpers in specialist activities, e.g. white water rafting are there to support the teacher-in-charge in making crucial safety decisions for the group
- teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students
- teachers need to use a method of accounting for all students at any given point during the activity
- if students need to use public toilets, they should be accompanied to the toilet block by an adult to monitor their safety at all times
- details of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity. This must include a risk assessment for the proposed activity, including the consideration of bushfire
- any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC)

For further detailed supervision guidelines for camps and excursions, refer to the Supervision Guidelines for Camps, Excursions and Activities.

### **Activities involving external providers – onsite or offsite**

The following are requirements for activities involving external providers, either onsite at the School or offsite:

- the School is responsible for students at all times, and this responsibility cannot be delegated to others.
- the classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- when an external provider is involved in working with a class or group of students a teacher will be present throughout the activity, e.g. swimming, camp activities, guest speaker onsite.
- external providers are required to sign in at the school office, and wear a visitor's identification sticker.
- external providers must have a WWCC. The WWCC Number must be recorded by main reception.
- if external providers are working with students one-to-one, they will be within the supervision teachers in the school and must work in an area which has visibility to other staff

### **Before and after school supervision**

The School is committed to ensuring student safety however parental/guardian/carer cooperation is essential to managing safety issues immediately before and immediately after school.

School activities (such as sport or band practice) occurring before or after school, will have appropriate supervision in place, depending on the time and location of the activity.

Parents/guardians/carers will be informed of the supervision arrangements and made aware that students who attend school outside established supervision times may not be directly supervised and may not receive the care that is normal during the school day.

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students. Any queries or points of clarification should be referred to any member of the Senior Leadership Team.

## RESPONSIBILITY

- Principal
- All King David School Staff

## RELATED LEGISLATION

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)

## RELATED POLICIES

- Child Safety and Wellbeing Policy May 2024
- Anti-Bullying Policy June 2024
- Positive Behaviours Policy April 2023

## RELATED DOCUMENTS

- Safeguarding Children and Young people Code of Conduct March 2024
- Staff and Student Professional Boundaries March 2024

## NEXT REVIEW

June 2026