

### **RATIONALE**

Whenever a teacher-student relationship exists, teachers have a special duty of care. A teacher is expected to take such measures as are reasonable in the circumstances to protect a student under the teacher's charge from risks of injury that the teacher should reasonably have foreseen. The nature and extent of the duty will vary according to the circumstances. Child safety applies to all aspects of school environments, including the physical school environment, school camps, counselling, first aid, bus travel and students with high support needs.

### **AIMS**

1. To outline the nature of our legal obligations owed by teachers and school staff towards students relating to supervision.
2. To outline the measures that the school takes to ensure that students at Mansfield Secondary College are supervised.

### **IMPLEMENTATION**

#### Students leaving the premises:

Students must be supervised whilst on the school property during recess and lunch. For students who seek to leave school premises during lunch or recess a written parent/guardian requests for students under 18 must be provided.

The following procedure requests for a student to be collected from school during school hour:

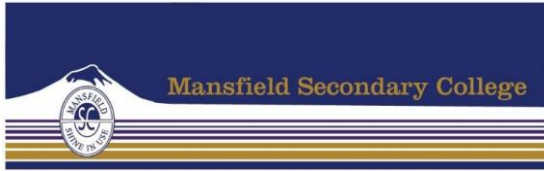
- Parent Collection – Parents are to collect their child from school or authorise a relative or friend to collect their child.
- School - Must only allow students to be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.
- If the authorised person collecting the child is not known to the school, verification of identity using suitable photo identification must be sighted by school personnel.
- The school records the details of when a student has been collected early from school including the:
  - date and time
  - reason for the collection

#### Yard Duty:

As a staff member we have a 'duty of care' to provide our students with a safe environment. Whilst on Yard Duty please be punctual, mobile, vigilant and proactive in ensuring our students are always safe and respectful to each other. It is important that you are seen whilst on yard duty. Please ensure that you wear your high visibility vest.

Generally, please ensure that all students:

- act towards others in a responsible manner
- use rubbish bins to dispose of litter and not as wickets or goal posts
- do not engage in any unsafe behavior
- do not move into out-of-bounds areas
- use respectful behaviour and language at all times to everybody
- do not attempt to climb onto a roof to retrieve a ball



# POLICY

## ON-SITE SUPERVISION

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### Before School Duty (8:30am-8:55am):

- Unlock external doors
- Supervision of students in corridors
- Supervision of locker bays

### Recess (10:35-10:55 am):

- Two staff are allocated to this duty
- Patrol the school grounds and ask students to pick up rubbish if the area they are in is dirty
- Stop any unsafe activities and respond to any events that arise in the school yard
- If a wet weather day, teachers on duty will be asked to supervise a wet weather room by the daily organiser

### Lunchtime 1 (12:40-1:10 pm):

- Lock the corridor doors and send the students out (except wet weather days)
- Canteen area will need particular supervision at the start of lunch
- Two staff are allocated to this duty
- Patrol the school grounds and ask students to pick up rubbish if the area they are in is dirty
- Stop any unsafe activities and respond to any events that arise in the school yard
- If a wet weather day, teachers on duty will be asked to supervise a wet weather room by the daily organiser

### Lunchtime 2 (1:10-1:40 pm):

- One staff member is allocated to this duty
- Patrol the school grounds and ask students to pick up rubbish if the area they are in is dirty
- Stop any unsafe activities and respond to any events that arise in the school yard
- If a wet weather day, teacher on duty will be asked to supervise a wet weather room by the daily organiser

### Lunchtime Rubbish Supervision (1:10-1:40pm):

- Announce and collect yard duty students from canteen
- Direct students to empty specified bins and clean up areas of the yard that are dirty. The bin key hangs in the staffroom next to the whiteboard
- One student needs to clean the canteen area and then help with other areas of the yard
- Mark the attendance (present and absent) on the sheet next to the bin key

### Library Duty (1:10-1:40pm):

- Supervise students in the library area, evicting students who are misbehaving
- Join in with any planned activities in the library
- Teachers given this duty may be asked to complete 20min of wet weather room supervision on another day of the week

### Bus Duty (3:20- last bus):

- Two staff members are allocated to this duty
- Stop any unsafe behaviour/activities
- Supervise students crossing the road and prevent them from stepping in front of the buses or vehicles



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## ON-SITE SUPERVISION

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- Stay until the last bus leaves (usually Bonnie Doon bus at 3:35pm)

### **REFERENCES**

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

### **EVALUATION**

This policy will be reviewed as part of the College's three-year review cycle.