

ON-SITE SUPERVISION OF STUDENTS POLICY

General Statement:

Jackson School recognises the need for all staff to take reasonable steps to reduce the risks to the safety and wellbeing of students and to provide a safe working environment with adequate supervision of students.

Guidelines:

In order to successfully bring a claim in negligence for compensation for an injury, a person must establish, on the balance of probabilities, that:

- a duty of care was owed to the person harmed at the time of the injury
- the risk of injury was foreseeable
- the likelihood of the injury occurring was more than insignificant
- there was a breach of the duty of care or a failure to observe a reasonable standard of care
- this breach or failure was a cause of the injury.

The fact that a duty of care exists does not of itself mean that a school will be liable for an injury sustained by a student. In order for the student to succeed in a negligence claim, all of these elements must be established.

Standard of care required by schools

Principals and teachers are held to a high standard of care in relation to students. The duty requires Principals and teachers to take all reasonable steps to reduce risk, including:

- provision of suitable and safe premises
- provision of an adequate system of supervision
- implementation of strategies to prevent bullying
- ensuring that medical assistance is provided to a sick or injured student.

The duty is non-delegable, meaning that it cannot be assigned to another party.

Whenever a teacher-student relationship exists, teachers have a special duty of care. This has been expressed as: "a teacher is 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." (Richards v State of Victoria).

Rationale:

Jackson School is aware of the need to implement all principles relating to "duty of care" while students are in the care of the school; i.e. from the time of leaving home until returning home. Student safety is of paramount importance.

Implementation:

1. Introduction

The processes outlined below provide adequate and appropriate supervision of students in the school yard so the school fulfills its duty care to its students in terms of on-site supervision.

2. Supervision before and after school

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.

The school will provide staff supervision for students after school between 2:45pm and 3.05pm. Staff will be rostered on Yard Duty /Bus Duties during these periods. Students who are not collected on time will wait in the administration area until parent/carer arrival.

Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the principal or their nominee.

Student supervision times is to be provided to parents/guardians on a regular basis via the school newsletter.

3. Supervision at recesses and lunch time

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each term allocating teachers to supervise students in defined areas of the school grounds during these times. Details of the roster are communicated to teachers at staff meetings, daily bulletin and via the staff noticeboard.

4. Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

5. Early departure of students prior to dismissal time

Students must be signed out of the school if departing prior to dismissal time.

A record of early departures is to be kept in the Administration Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the classroom.
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

6. Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Health and Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate emergency contacts, friends of the student, or next-door neighbours, if known, and at the school.

7. Arrangements for student supervision on school camps, excursions and external programs

The school will provide supervision ratios in line with the Department's policy as outlined in the Victorian Government Schools Reference Guide section 4.4.2.8 depending on the nature and location of the school activity.

8. Staff Responsibilities

- To make sure students exit and enter classrooms in a safe manner in line with our PBIS expectations
- To make sure that students who wish to go to the toilet at the end of the lesson and that there are no students left unsupervised in toilet areas, classrooms or other areas of the buildings
- To make sure that there is a member of staff in the outdoor areas and stay outside with students until the member of staff on duty arrives
- To make sure students are properly clothed for the weather conditions (coat, sunhat, shoes)
- To ensure that students are collected on time at the end of each break
- Staff must be in place in the outdoor areas before students arrive
- Staff must ensure that the outdoor areas are safe (gates closed, no vehicles are being driven, no obstacles, windows closed)
- Staff must patrol on the edge of their outdoor area in order to see the maximum space and anticipate potential difficulties
- Staff must continually mobile and ensure all areas of the outdoor areas are supervised. Ensure that students do not re-enter the building unless they are supervised.
- Staff must watch out for students who appear to be lonely or isolated. Suspected problems should be quietly and promptly investigated
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Evaluation:

This policy will be reviewed every 3 years or more often if necessary due to changes in regulations or circumstances.

Ratified by School Council: _____

Review Date: _____



School Council President

Jackson School Principal