

SUPERVISION POLICY

OUR VISION

Wild Cherry School strives to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

OUR VALUES

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated Steiner curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing respect, trust, and caring for themselves, each other, the broader community, and the earth.

PURPOSE

Wild Cherry School in discharging its duty of care provides supervision for students on the school site and when engaged in school activities.

The Supervision Policy sets out the principles and framework governing Wild Cherry School's approach to this obligation. The policy, together with the policy implementation documents listed in this document, should be read and understood by all those planning, leading and responsible for meeting this obligation.

PRINCIPLES

- Every student has a right to be safe at school.
- Wild Cherry School, as well as each individual teacher, has a duty of care to ensure the safety and wellbeing of each student.
- Wild Cherry School's duty of care extends to ensuring that students are protected from harm, including from risks of injury or harm that are known or which could have been reasonably foreseen and prevented.
- Although supervision is required primarily in order to meet the duty of care obligation, supervision is also one of a number of strategies that Wild Cherry School employs as it manages student behaviour in line with its Behaviour Management Policy.
- Wild Cherry School is committed to ensuring that it provides adequate supervision of students in all learning environments, including online spaces, when on school grounds, in classrooms and on excursions.
- Wild Cherry School ensures staff are aware of their responsibilities to supervise students.

AIMS OF THE POLICY

To set out the framework governing the adequate supervision of students.

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care

- Education and Training Reform Act 2006
- Education and Training Regulations 2017
- Victorian Registration and Qualifications Authority Minimum Standards: mandated registration requirements

KEY DEFINITIONS

- Wild Cherry School has a duty of care to ensure the safety and wellbeing of students; and teachers have a similar individual duty of care. In discharging this duty Wild Cherry School, the School Leaders, teachers and other school staff are held to a high standard of care in relation to students. The duty requires the School Leaders and teachers to take all reasonable steps to reduce the risk of harm to students whenever and wherever the student is in the care of Wild Cherry School.

Wild Cherry School has a specific duty of care to provide adequate supervision in the school or when students are engaged in school activities.

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

- The regulatory requirements as set out by the VRQA require Wild Cherry School to make what the VRQA describes as 'proper arrangements':
 - for the on-site supervision of students
 - for the supervision of students when engaged in off-site activities and which include consideration of the risk of bushfire in the activity location.
- The Education and Training Reform Act and the VRQA mandated registration requirements are silent with respect to specific staff-student ratios. The onus is, therefore, on Wild Cherry School to specify its own staff-student ratios taking into account:
 - the age and maturity of students
 - the number of students involved or the size of the group
 - the nature of the activities
 - the location within the school.
- Wild Cherry School will consider and plan the appropriate level of supervision required for each situation and type of activity. The required level of supervision is specific to Wild Cherry School and a matter of judgment bearing in mind the school's obligation to make proper arrangements.

In deciding the level of supervision, Wild Cherry School seeks to balance their duty of care with the learning opportunity arising from allowing students to be independent. Levels of supervision which should be considered include:

- direct supervision e.g. from a swimming instructor with children in the pool
- general supervision e.g. yard duty, lunch duty
- indirect supervision e.g. student delivers a message to another classroom

- activities in which students are self-reliant e.g. students engaged in a student-led expedition.
- Direct or general supervision must be provided for primary students at all times.
- Students must be directly supervised at all times while using a swimming pool.
- Teachers have a special duty of care with respect to supervision, but other adults do not have the same duty of care. Wild Cherry School may, however, still ask other adults to supervise students in specific circumstances.

Wild Cherry School sets out in its procedures the circumstances in which other adults (for example support staff, parents, instructors, visiting speakers, etc.) may be asked to supervise students.

In making such a request, Wild Cherry School retains its duty of care (which is non delegable) and so must ensure that the adults concerned have proper training and support and are always able to contact a teacher if assistance or advice is needed. Wild Cherry School has appropriate procedures in place so that the adults know what is expected of them and how to respond in particular situations.

- Wild Cherry School's duty of care extends to students travelling on school buses i.e. buses that are owned by the school, which are driven by a member of the school staff or which are contracted directly by the school for the use of its own students only. In order to meet its non-delegable duty of care, Wild Cherry School puts in place an appropriate level of supervision, taking into account the age and maturity of the students.

If adults other than teachers accept this responsibility, the Wild Cherry School must ensure that they have a proper level of training and support and are able to contact a teacher if required.

- Wild Cherry School's duty of care does not extend to students travelling by public transport.
- Parents are responsible for the supervision of their children travelling to and from school and outside the times of school supervision before and after school. By implication, therefore, Wild Cherry School is responsible for:
 - providing parents with clear information as to the start and finish times of school supervision before and after school
 - providing parents with clear information about the timing of before and after-school activities and how that impacts on school supervision
 - student collection procedures
 - for young children, student collection procedures that specify the handing over of children from parents to staff and vice versa.
- Supervision duty rosters: Wild Cherry School has clear procedures that set out the duty requirements covering people, times, how duties will be conducted and the duty of care implications. Wild Cherry School creates duty rosters to cover aspects of the school's operation, such as (not an exhaustive list) before and after-school supervision, yard or playground duty, recess and lunch duty and bus duty.

The procedures also address emergencies, wet weather and other weather extremes.

- Wild Cherry School's policy with regard to supervision for activities, camps and excursions will normally be covered in more detail within Wild Cherry School's Activities, Camps and Excursions Policy. Wild Cherry School gives consideration to:
 - supervision should be explicitly addressed in the planning and in the risk assessment for each activity

- the circumstances under which it is acceptable (if ever) for the activity, camp or excursion to be supervised by:
 - i. one teacher only
 - ii. a parent, support staff member or volunteer who is accompanying the excursion
 - iii. adults other than teachers, with no teachers present.
- the gender balance in the supervision arrangements.
- Wild Cherry School ensures that supervisory staff have appropriate first aid training and carry basic first aid equipment as determined by the School Leaders. Supervisory staff must be trained in the management of anaphylaxis, as set out in the Anaphylaxis Management Policy.

SCOPE

The application of this policy is relevant to the School Leaders and to school staff, students and parents involved in ensuring proper supervision and implementing the supervision procedures.

ROLES AND RESPONSIBILITIES

- The Board is responsible for reviewing and approving the Supervision Policy.
- The School Leaders are responsible for:
 - ensuring Wild Cherry School's duty of care is discharged and that teachers are aware of their duty of care
 - determining Wild Cherry School's student-staff ratios and level of supervision for each type of activity
 - approving the supervision procedures that give clarity as to how supervision is conducted
 - ensure all staff are aware of their responsibilities to supervise students.
 - putting in place procedures whereby the fulfilment of supervisory duties are monitored and members of staff are held to account.
- Supervising staff are responsible for:
 - their individual duty of care to students
 - following the supervision procedures exactly and supervising students as directed.
- Parents are responsible for:
 - supervising their children before and after school outside the times that school supervision is provided
 - giving written permission as requested when students are engaged in self-directed activities.

LINKS TO OTHER POLICIES

- Duty of Care
- Behaviour Management Policy

- First Aid Policy
- Anaphylaxis Management Policy
- Bushfire Preparedness Policy

COMMUNICATION OF THE POLICY

- Wild Cherry School will ensure that all school staff understand their duty of care towards students and the legal implications if that duty of care is breached.
- Wild Cherry School will communicate supervision procedures to all staff in writing and at regular intervals during the school year.

POLICY IMPLEMENTATION DOCUMENTS

- The key documents required to implement this policy will include procedures and guidelines, such as:
 - supervision duty rosters
 - guidelines [or requirements] as to the behaviour of supervisory staff
 - procedures for monitoring the fulfilment of supervisory duties.

POLICY REVIEW

The governing Board will review the Supervision Policy biennially.

Date Approved: 25 August 2022

Date for Review: 25 August 2024

APPENDIX A

Guidelines for the Behavior of Supervisory Staff

PLAYGROUND DUTY - TEACHER'S RESPONSIBILITIES

- It is emphasised that staff must model appropriate behaviour in the School. This includes wearing hats & shoes when students are required to.
- Staff will be rostered for duties and will inform school leaders if they are unable to fulfil their allocated time
- Staff must be prompt at changeover.
- During wet weather timetable. Class teachers will arrange between themselves to cover breaks by sharing the supervision of classes. If this is unable to occur teachers will notify school leaders to arrange replacement.
- The teacher on duty is to roam their allocated yard. Either junior or senior rather than remaining stationary.
- First aid waist bag and high viz vest (located in the staff room) are required to be used by teachers.
- Hat are compulsory for all classes – *no hat no play* – in term 1 and term 4.
- Staff are to ensure relief teacher are made aware of their yard duties in handover conversations/communication.
- If you cannot do your duty, please arrange a swap with someone else.
- Students left at school after 3:30pm are to be brought up to the office. Office staff will contact parents if required