



# Edinburgh College

# Supervision

# Policy

## (Primary)

### Document History

This policy is to be ratified by the School Council on Jan 2021

The life cycle of this policy is three years. It will be reviewed in 2023

## ***Rationale***

Edinburgh College (Primary) has a duty of care to provide a safe and secure environment for all children at Edinburgh College (Primary) whilst in school or on school activities. This is a legal responsibility and as an Adventist school we have a responsibility to provide appropriate supervision. The school accepts that authority is not confined to the classroom, nor is it restricted to the hours of formal instruction. It extends to those situations where the good name of the school and professional integrity is served by safe and reasonable teacher involvement.

## ***Aims***

Edinburgh College (Primary) is committed to:

- To provide adequate and appropriate supervision of students in the school and on school activities.
- Maintaining duty of care to all children at school.
- Ensuring that there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy
- To ensure that staff are aware of the importance of strategically positioning themselves for optimum supervision of children.

## ***Definition***

**Adequate supervision:** In relation to this policy, adequate supervision entails all children (individuals and groups) in all areas of the school, being in sight and/or hearing of an educator at all times. Supervision contributes to protecting children from hazards that may emerge in play, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every child at the service. Adequate supervision requires that teachers/staff are always in a position to observe each child, respond to individual needs, and immediately intervene if necessary.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. "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* (1969) VR 136 at p. 141)

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

## ***Principles***

The legal duty of care requires that teachers should take all reasonable measures to ensure the safety of any school student under their care. Whenever a student–teacher relationship exists, the teacher has a special duty of care. As part of that duty, teachers are required to supervise students adequately. This requires not only protection from known hazards, but also protection from those that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

- The Head of Primary is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably be expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender.
- It is not just the teachers who are rostered on playground duty who have a duty of care. If a teacher walks through the school ground or buildings and notices something that endangers students they also have a duty of care.

## ***Implementation***

### **Nature of Supervision**

#### **1. Edinburgh College Primary's grounds are supervised by staff from 8:30 a.m. to 3:45 p.m. Monday to Friday.**

- 1.1. Any student arriving before this time must patiently sit in the undercover area and wait until this time before playing in the playground. The playground is supervised from 8:30 a.m. each morning.
- 1.2. No balls, running or games of any description are permitted prior to 8:30 a.m.
- 1.3. The same legal situation occurs after 3:45 p.m.
- 1.4. No students may use the Adventure Playground after school unless actively supervised by their parent or guardian.

- 1.5 Boundaries for outside play are set by teachers and expectations are shared with students at the beginning of each term.

**2. Classroom teachers are responsible for the supervision of students:**

- 2.1. In the classroom
- 2.2. During movement from one area to another
- 2.3. At all assemblies and chapels
- 2.4. Classroom sport/PE
- 2.5. Playground
- 2.6. After school duty times
- 2.7. Extra-curricular activities and events
- 2.8. Excursions
- 2.9. Camps

**3. Staff at Edinburgh College Primary will show 'reasonable care' by:**

- 3.1. Being punctual for all professional responsibilities, for all playground duties and all general assemblies.
- 3.2. Seeing that all children move around the school in a quiet and orderly fashion.
- 3.3. Having all children walk in the corridors and hallways.
- 3.4. Allowing only TWO children from a class go to the toilet or on a message at any one time.
- 3.5. Leaving children in another teacher's care if the teacher needs to leave the classroom for any reason.
- 3.6. Keeping dangerous objects and substances such as hot drinks, knives, Stanley knives, sharply pointed scissors, paper guillotines, laminators, binders, shredders, chemicals, and hot glue guns completely away from all children.
- 3.7. Not putting children out of view, for disciplinary reasons.

- 3.8. Ensuring that students and parents are in the school buildings and classrooms only when accompanied by a teacher.
- 3.9. Ensuring that no student remains in the classroom without direct supervision.
- 3.10. Ensuring that no student remains in the classroom before school, during recess and lunch or after school.
- 3.11. Reporting any serious accidents to the Head of Primary and entering details of the accident on the Incident Report form which is kept in the Secretary's office.
- 3.12. Constantly moving 'solo' around the playground while on duty.
- 3.13. Checking rooms, playground areas and buildings for potential dangers, reporting these in writing on the Maintenance Request Forms to the Assistant Principal or Principal.
- 3.14. Not releasing ANY child for ANY reason early, prior to the directed recess time, lunch bell or end of school time.
- 3.15. Ensuring that children's parents and either Head of Primary or Principal or Secretary sign the appropriate forms when collecting children outside of the usual home time.
- 3.16. Confiscating items deemed by the school as socially unacceptable.
- 3.17. Confiscating dangerous and aggressive materials for OHS *i.e., non-permissible jewellery, weapons, chemicals, cigarettes, alcohol, drugs, pornographic materials etc*
- 3.18. Understanding and embedding the Child Safety Standards throughout all areas of the school.

**4. Students at Edinburgh College Primary will show 'reasonable care' by:**

- 4.1. Being punctual and orderly for school, play areas and assemblies.
- 4.2. Cooperating with staff supervision and directions respectfully, courteously and responsibly.
- 4.3. Being in the school buildings only when accompanied by a teacher.
- 4.4. Respecting others property – by refraining from vandalism, stealing, graffiti.
- 4.5. Avoiding involvement in fighting and arguments.

- 4.6. Showing concern for others and helping where appropriate and possible.
- 4.7. Displaying good manners in all situations and at all times.
- 4.8. Not bringing socially unacceptable items or dangerous, aggressive materials to schools.
- 4.9. Respecting all staff, parents, workers and visitors to the schools.
- 4.10. Playing fair, safe and appropriate games.
- 4.11. Not playing body contact activities – e.g. tackling, piggy backing, jumping on, carrying others, deliberate ball throwing at the body.
- 4.12. Playing in allocated, timetabled and supervised areas.
- 4.13. Caring for the school environment.
- 4.14. Not climbing trees or pulling branches.
- 4.15. Not throwing balls, toys or natural objects (e.g. sticks, gumnuts).
- 4.16. Keeping the school yard clean and tidy by placing rubbish in bins provided.
- 4.17. Reporting dangerous objects (e.g. syringes) to a staff member.
- 4.18. Keeping the grassed and garden areas safe and healthy with no digging of holes, damaging of grass, walking in garden beds or picking flowers.
- 4.19. Demonstrating ‘Anti-Bullying Behaviour’ at all times.
- 4.20. Using playground equipment appropriately and safely as directed.
- 4.21. Knowing and adhering to the Behaviour Expectations matrix as outlined in the PB4L guidelines.

**5. Parents at Edinburgh College Primary will show ‘reasonable care’ by:**

- 5.1 Ensuring that teachers are aware that their children have arrived if after 8:55am and if leaving earlier than 3:20pm
- 5.2 Ensuring that all gates and doors are closed when entering or exiting the school
- 5.2 Supervising their own children before 8:30am and after 3:34pm.
- 5.3 Familiarising themselves with the Student Handbook, and the Community Code of Conduct policy.

5.4 Supervising other children in their care, including siblings, while attending school.

## **6. Organisation**

6.1. A duty roster will be drawn up by the Head of Primary (or designated other) and be available for ready reference by staff and students. A duty statement should be made available to all staff outlining areas and activities for each duty.

6.2. Arrangements must be discussed with all teaching staff, including new staff arriving throughout the year, and relief staff, so that all teachers are aware of the arrangements and of their obligations.

6.3. The recommended minimum teacher/student ratio is 1:10.

## **7. Duty Descriptions**

### **7.1. Before School**

7.1.1. Playground – Before the duty, take mobile phone and the ‘blue’ First Aid Bag from the Office and wear an orange safety vest. Patrol around the play equipment, basketball court and oval areas.

7.1.2. Front – Before the duty, take mobile phone and the ‘blue’ First Aid Bag from the Office and wear an orange safety vest. Patrol along the front pathway in front of the classrooms and the concreted area behind the classrooms. Check through each breezeway and ensure that no student is in a classroom.

### **7.2. Recess**

7.2.1. Playground - Before the duty, take mobile phone and the ‘blue’ First Aid Bag from the Office and wear an orange safety vest. Patrol around the play equipment, basketball court and oval areas.

7.2.2. Front – Before the duty, take mobile phone and the ‘blue’ First Aid Bag from the Office and wear an orange safety vest. Patrol along the front pathway in front of the classrooms and the concreted area behind the classrooms. Check through each breezeway and ensure that no student is in a classroom.

### 7.3. Lunch

- 7.3.1. Eating Time – All teachers remain in their classroom with students from 1:00 to 1:10. Students who are still eating must then move outside to finish. Teachers then go to their duties or have their lunch. Please lock doors to ensure students do not go back in unsupervised. Lunch boxes can be left outside the classroom.
- 7.3.2. Playground – Before the duty, take mobile phone and the 'blue' First Aid Bag from the Office and wear an orange safety vest. Patrol around the play equipment, basketball court and oval areas.
- 7.3.3. Front – Before the duty, take mobile phone and the 'fblue' First Aid Bag from the Office and wear an orange safety vest. Patrol along the front pathway in front of the classrooms and the concreted area behind the classrooms. Check through each breezeway and ensure that no student is in a classroom.

### 7.4. After School

- 7.4.1. EC Buses – Students are to assemble in front of the Year 2 classroom. The teacher (wearing an orange safety vest) on duty will collect the EC Buses folder from the office and check off student names. The teacher then proceed to lead the students behind the classrooms and up to the front of the ECS units where the buses will be parked. Move students onto the buses and wait until the buses leave.
- 7.4.2. Students for pickup – All students waiting for parents to pick them up will assemble beneath the oak tree situated between the office and MPC buildings. When the teachers arrives (wearing an orange safety vest) the students are asked to remain seated until their parents/carers car has arrived. The second assistant monitors students and ushers them to the teacher on Zebra Crossing duty when called. Children will hop into their respective cars under teacher supervision. The teacher waits with the students until 3:45pm. Any students who have not been picked up by then will be taken to the school office where the secretary will ring their families. Children will be asked to remain in the school front foyer until parents arrive.
- 7.4.3. Warburton Bus – Students will assemble in front of the Year 3 /4 classroom. The teacher (wearing an orange safety vest) will collect the Warburton Bus folder from the office then check off student names. The teacher will walk students across to ECS, past the library and around to the right in front of the ECS Office and wait for the Martyrs bus to arrive.



- 7.4.4. Zebra Crossing – This duty requires you to use the ‘Stop/Slow’ sign found in the School Office and an orange safety vest which is also located in the Office or individual classrooms is to be worn. Walk students and adults across safely. DO NOT ALLOW STUDENTS to hold the sign and do not be distracted by talking to people unless absolutely necessary.
- 7.4.5. Early Learning Centre – Students are to assemble in breezeway closest to the ELC. This duty requires duty staff to sign students into QikKids Kiosk using an identity pin. The teacher then notifies the ELC supervisor how many children are to be cared for.