



# Edinburgh College

## Supervision Policy (Secondary)

### Document History

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

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

### ***Rationale***

Edinburgh College Secondary has a duty of care to provide adequate supervision to its students in the College and on College activities. This is a legal responsibility and as an Adventist school we have a responsibility to provide appropriate supervision. The College 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 College and professional integrity is served by safe and reasonable teacher involvement.

### ***Aims***

To provide adequate and appropriate supervision of students in the College and on College activities.

### ***Principles***

The legal duty of care requires that teachers should take all reasonable measures to ensure the safety of any College student under their care. Whenever a student–teacher relationship exists, the teacher has a special duty of care. This is defined 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* (1969) VR 136 at p. 141) 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 principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the College, 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 yard duty who have a duty of care. If a teacher walks through the College grounds or buildings and notices something that endangers students they have a duty of care.

## ***Implementation***

### **Nature of Supervision**

#### **1. The Edinburgh College Secondary grounds are supervised by staff from 8:30 a.m. to 4:00 p.m.**

##### **Monday to Friday.**

- 1.1. Students should not be present on the College premises prior to 8.30am as there is no formal supervision by staff. Should students arrive prior to 8.30am they do so at their own risk and should remain in the undercover area only.
- 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 4:00 p.m.

#### **2. Classroom teachers are responsible for the supervision of their 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. Extra-curricular activities and events
- 2.6. On College grounds
- 2.7. Excursions
- 2.8. Camps

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

- 3.1. Being punctual for all professional responsibilities, for all yard duties and all general assemblies.
- 3.2. Seeing that all students move around the College in a quiet and orderly fashion

- 3.3. Ensuring all students walk in the corridors and hallways
- 3.4. Allowing only TWO students from a class go to the toilet or on a message at any one time
- 3.5. Leaving students 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 students
- 3.7. Not putting students out of view, for disciplinary reasons
- 3.8. Ensuring that students and parents are in the College 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 Principal or Head of Secondary and entering details of the accident on the Incident Report Form which is kept at College Reception
- 3.12. Constantly moving 'solo' around the playground while on duty
- 3.13. Checking rooms, College grounds and buildings for potential dangers, reporting these in writing on the Maintenance Request Forms to the Head of Secondary 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 a student parents when collecting students outside of the usual College hours, that either the Principal, Head of Secondary or Administration Officer verify that the student logs out on the ipad at Reception
- 3.16. Confiscating items deemed by the College 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*

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

- 4.1. Being punctual and orderly for College, on the grounds and in Assemblies
- 4.2. Cooperating with staff supervision and directions respectfully, courteously and responsibly
- 4.3. Being in the College 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 the College
- 4.9. Respecting all staff, parents, workers and visitors to the College
- 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 College environment
- 4.14. Not climbing trees or pulling branches
- 4.15. Not throwing balls, or natural objects (e.g. sticks, gumnuts)
- 4.16. Keeping the College grounds 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

## **5. Organisation**

- 5.1. A duty roster will be drawn up by the Principal or designate 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.
- 5.2. 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. Duty Descriptions**

### **6.1. Before School**

- 6.1.1. Inner Back Area – Before the duty, collect a First Aid Bag from Reception and wear an orange safety vest. Patrol around the locker area, breezeway, Inner Back Area and ensuring that there are no students in classrooms.
- 6.1.2. Front of College – Before the duty, collect a First Aid Bag from Reception and wear an orange safety vest. Patrol along the front of the College ensuring that students exiting the Martyrs bus do so in a safe manner.

### **6.2. Recess**

- 6.2.1. Inner Back - Before the duty collect a First Aid Bag from Reception and wear an orange safety vest. Patrol around the locker area, breezeway, Inner Back Area and ensuring that there are no students in classrooms.
- 6.2.2. Outer Back – Before the duty, collect a First Aid Bag from Reception and wear an orange safety vest. Patrol the area from the Cafeteria up to and including the back oval.

### **6.3. Lunch**

- 6.3.2. Inner Back - Before the duty collect a First Aid Bag from Reception and wear an orange safety vest. Patrol around the locker area, breezeway, Inner Back Area and ensuring that there are no students in classrooms.
- 6.3.3. Outer Back – Before the duty, collect a First Aid Bag from Reception and wear an orange safety vest. Patrol the area from the Cafeteria up to and including the back oval.

### **6.4. After School**

- 6.4.1. Healesville Bus/Lock up – Students scheduled to catch the Healesville bus may leave class ten minutes prior to the end of Period 6.
- 6.4.2. EC Buses – Students are to assemble in an timely and orderly manner at the end of College, to the area designated outside the College Units, where the buses are parked . The teacher (wearing an orange safety vest) who is on duty will move the students onto the buses and will wait until the buses leave.
- 6.4.3. Students for pickup – All students waiting for parents to pick them up, must do so in an orderly manner ensuring that they do not linger on the front circuit roadway. A teacher will be on front duty until 4pm or until such time that all students have been picked up by parents and /or students who have not been picked up by 4pm may wait at College Reception.
- 6.4.4. Warburton Bus – Students scheduled to catch the Martyrs bus will assemble at the front of the College in an orderly manner.

### **Duties Descriptions**

Whilst on duty it is expected that staff will be constantly moving throughout their designated duty area, to ensure that the students are safe and behaving appropriately.

Below are listed specific tasks that need to be carried out in the performance of duties at Edinburgh College (Secondary) , over and above the normal duty requirements:

#### **Inner Back Duty**

- Watch out for kids leaving rubbish behind after eating.
- Students are not to run or throws bounce balls in the undercover locker areas.
- Look out for students encroaching out-of-bounds areas.

#### **Cafeteria Duty**

- Ensure students line up at the counter in an orderly fashion with no pushing in.
- Ensure students push their chairs in when leaving and do not sit on the tables at any time.
- Watch for students leaving rubbish behind when leaving.
- Keep an eye on students using the microwave to ensure they are being safe, treating it with care and do not leave it running with nothing in it.
- When the cafeteria is busy, please move around the area to maintain effective supervision.

### **Outer Back Duty/Circuit Duty**

- Look out for students encroaching out-of-bounds areas. Students are to remain inside the fence surrounding the oval, except when retrieving a ball. Keep an eye on the area behind the laundry, which is beside the oval.
- Ensure you pass through the Middle School area at times, as this is a fairly secluded area.
- Watch out for students leaving litter behind.
- Ensure students leave the area as soon as the first bell sounds at the end of recess/lunch.

### **Gym Duty**

*This duty is from 1:00 - 1:30. No bell rings at the start or the finish.*

- The keys for the gym can be obtained from Brendon, the bursar,
- No eating or drinking in the gym,
- Ensure students are wearing appropriate footwear -
- Ensure students put all equipment away neatly and in the correct place when leaving so there is no equipment left out when you leave.
- Lock the equipment door and front door as you leave the gym.

### **Bus Duty**

- The best spot to stand most of the time is marked with a cross on the Duties Map. However, it's good to move around a little to keep an eye on all areas.
- Look out for drivers who park their vehicle on the circuit at the front of the school and then go to leave their vehicle. Buses come through so drivers need to stay with their vehicles so they can move them if a bus comes through. If they need to go to the office they can park in the carpark by the gym.
- No running or ball throwing.
- Ensure the students board the bus in an orderly manner, primary school students going first.

Note: this policy is in conjunction with:

- Education Outside of the Classroom policy
- Art - Operating Procedures
- Design & Technology Operating Procedures
- Home Economics Operating Procedures
- Science Operating Procedures
- Teacher Protocols for Teaching Students in the Gym