

# SIENA COLLEGE CAMBERWELL Policy Approval Request



SIENA  
COLLEGE  
CAMBERWELL

POLICY TITLE: SUPERVISION POLICY

DEVELOPED / REVISED BY

Sienna College Policy Committee

DOCUMENT DEVELOPMENT PROCESS

This document was reviewed by the Deputy Principal Wellbeing and Strategy, Director of Operations and the Human Resources Manager in August 2022 considering the new Child Safe Standards coming into effect from 1 July 2022. Approved by Policy Committee. To be reviewed again September 2023

IMPLICATIONS

VRQA and relevant legislative requirements

RISKS OF NOT IMPLEMENTING THIS POLICY

The College would not be meeting VRQA and legislative requirements

RECOMMENDATIONS

That the Sienna College Board approve this policy.

SIENA COLLEGE BOARD POLICY COMMITTEE USE ONLY

**Recommendation to the Sienna College Board:** The Policy Committee recommends the College Board approves this policy, its implementation and publication.

Approved by the Policy Committee Chair: Philip Grant

Date: 13/09/2022

Comments:

SIENA COLLEGE BOARD USE ONLY

Approved by the Sienna College Board Chair:

Date: 13/09/2022

Not Approved:

Date:

Comments:

Review Date:

Name of Document:

Date:

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Authorised by:



**POLICY TITLE:** SUPERVISION POLICY

**DEVELOPED / REVIEWED BY**

Deputy Principal Wellbeing and Strategy  
Director of Operations  
Human Resources Manager  
Siena College Policy Committee  
MACS (Melbourne Archdiocese Catholic Schools)

**REVIEW SUMMARY**

*The Dominican Ideals are a commitment to truth explored in dialogue, a vibrant preaching of the Gospel, a critical appreciation of culture and cultures, and a love of the beautiful. Our goal in each of our Educational Ministries is to foster these values, together with a spirit of prayer and contemplation, respect for the dignity and uniqueness of each individual, and the pursuit of excellence. (Dominican Education Australia)*

Siena College and all teachers have a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision. At Siena College, the adequate supervision of students is the responsibility of all staff. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen.

**DOCUMENT DEVELOPMENT PROCESS**

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**RATIONALE**

Siena College promotes the safety and wellbeing of all students and provides adequate and appropriate supervision of students within the College, including:

- all indoor and outdoor activities
- activities that occur off site
- activities involving external providers
- school sponsored activities that occur outside school hours.

**DEFINITIONS**

<b>active supervision</b>	Requires focused attention and intentional observation of students at all times.
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**PRINCIPLES / GUIDING PRINCIPLES**

Supervision will be provided to students that considers the degree of care needed for the protection of students and having regard to:

- their age, skill, and experience

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- any physical and/or intellectual impairments
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of the activities being undertaken and their corresponding hazards.

The College will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

Accidents and incidents will be recorded in the Accident and Incident Register as well as follow up and remedial actions undertaken as appropriate to the situation and in accordance with relevant policies.

This policy will be implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

## PROCEDURES

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### Indoor and outdoor activities at the College

The following procedures will be followed for indoor and outdoor activities at the College:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class
- Students will be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular routine
- Adequate age-appropriate supervision in class, including consideration of the nature of the activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment
- If teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher
- Education support officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students with even greater care for younger students or students at risk
- Trainee teachers, education support officers, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher
- Classroom rules are designed at the start of each year to highlight expectations, set appropriate boundaries and assist the smooth conduct of the class

### Yard duty

College grounds supervision is an essential element of a teachers' duty of care to students. In supervising students, a teacher's duty of care is one of positive action.

Teachers are required to adhere to the following principles while undertaking yard duty as follows:

- Child safety is the priority
- Teachers are expected to follow the yard duty roster
- Teachers rostered for duty must attend the designated area at the time indicated on the roster as per any revised bell times communicated to staff by the Director of Operations
- Teachers on duty must remain in the designated area until the bell signals the end of the break period or until replaced by the relieving teacher, whichever is applicable
- The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty must send a message to the office, and not leave the area until replaced
- No changes to the yard duty roster are to be made without the approval of the Director of Operations. If a teacher rostered for duty is absent due to another activity, it is that teacher's responsibility to notify the Director of Operations
- Teachers on duty must be alert and vigilant. Teachers must intervene immediately if potentially dangerous behaviour is observed in the College grounds and enforce school behaviour standards and Child Safe Standards
- Teachers on yard duty must be continually moving around the designated area
- Tram duty brings an extra expectation of supervision:

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- Teachers must direct students to cross the road only when it is safe to do so AND the green walk sign is displayed
- Teachers are to actively manage students' movement when boarding the tram and be mindful of traffic around the boarding points

## **Off-site activities including camps, excursions, and local functions**

The following are requirements for off-site activities including activities, camps, and excursions:

- For each offsite activity, there is a designated teacher-in charge
- All teachers and assistants must defer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern
- All teachers are responsible for all the students in the activity
- Helpers in specialist activities, eg. white water rafting are there to support the teacher-in-charge in making crucial safety decisions for the group
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students
- Teachers need to use a method of accounting for all students at any given point during the activity
- If students need to use public toilets, they should be accompanied to the toilet block by an adult to monitor their safety at all times
- Details of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and submitted on EMS, for approval, prior to the activity. This must include a risk assessment for the proposed activity
- Any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC)

## **Activities involving external providers – on site or off-site**

The following are requirements for activities involving external providers, either on site at the College or off-site:

- The College is responsible for students at all times, and this responsibility cannot be delegated to others.
- The classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- When an external provider is involved in working with a class or group of students a teacher will be present throughout the activity, eg. swimming, camp activities, guest speaker on site.
- External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
- External Providers must have a WWCC. The WWCC Number must be recorded by main reception.
- If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers in the school, e.g. music lessons, NDIS providers.
- If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff, teacher, Head of House or member of the Leadership team.

## **Before and after school supervision**

The College is committed to ensuring student safety however parental/guardian/carer co-operation is essential to managing safety issues immediately before and immediately after school.

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School activities (such as sport or band practice) occurring before or after school, will have appropriate supervision in place, depending on the time and location of the activity.

Parents/guardians/carers will be informed of the supervision arrangements and made aware that students who attend school outside established supervision times may not be directly supervised and may not receive the care that is normal during the school day.

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students.

Any queries or points of clarification should be referred to the Principal or the Deputy Principal Wellbeing and Strategy.

## RESPONSIBILITY

- Principal (Primary responsibility)
- All Siena College Staff

## RELATED LEGISLATION

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)

## RELATED SIENA COLLEGE POLICIES

- Child Safety and Wellbeing Policy June 2022
- Anti-Bullying Policy July 2022
- Student Behaviour Policy September 2022

## RELATED DOCUMENTS

- Safeguarding Children and Young People Code of Conduct June 2022
- Staff Student Professional Boundaries June 2022

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## RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

## NEXT REVIEW

September 2023

## POLICY LOCATION

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