



# Bungaree Primary School

## Duty of Care & School Supervision Policy

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### Purpose

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Bungaree Primary School owe to our students and members of the school community who visit and use the school premises; and to ensure school staff understand their supervision and yard duty responsibilities.

### Scope

The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps. This policy applies to all teaching and non-teaching staff at Bungaree Primary School, including education support staff, casual relief teachers and visiting teachers. School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, time and places.

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and/or procedures to manage common risks in the school environment, including:

- Yard duty, Duty of Care and School Supervision
- Behaviour Management, Student Engagement and Wellbeing
- Digital Technologies (including Mobile Phones)
- Excursions and Camps
- First Aid
- Grounds and Tree Maintenance
- Child Safe Standards
- Emergency Management
- Visitors to School
- Working with Children Checks
- Mandatory Reporting
- Occupational Health and Safety

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

### External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students.

Our Visitors to School Policy and Excursions and Camps Policy include information on the safety and care of our students when engaged with external providers. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.

## **Supervision Procedures**

### *Classroom (including Gym, Art Room, other indoor/outdoor learning spaces)*

1. The class teacher has ultimate responsibility for the supervision of all students in their care. It is not appropriate to leave students in the care of ancillary staff, parents or pre-service teachers (At law, the Duty of care cannot be delegated).
2. It is not appropriate to leave students in the care of external education providers, for example in-school visits (by law, the Duty of care cannot be delegated).
3. In a situation where the teacher needs to leave the classroom, where practicable, contact the teacher in an adjoining learning space. The teacher should wait until alternate supervision is in place prior to leaving the room.
4. No student should be left unsupervised outside the learning space as a withdrawal consequence for misbehaviour. Withdrawal is to be conducted by sending a student to a buddy classroom, as detailed in the Bungaree Primary School Behaviour Hierarchy.

### *Recess and Lunch Times*

1. Yard duty supervision within the school requires the staff member to fully comply with DET guidelines and brings with it an increased duty of care. It is a teacher's responsibility to be aware of these guidelines and duty of care responsibilities.
2. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each year allocating teachers and education support staff to supervise students during these times. Details of the roster are communicated to staff at staff meetings. Staff rostered for yard duty are to attend at the time indicated on the timetable. Staff on yard duty are to remain in the playground until the end of the break or until replaced by the relieving teacher.
3. Yard supervision is an essential element in teachers' duty of care. At Bungaree Primary School, this responsibility extends to Educational Support Staff. In supervising students, teacher's duty of care is one of positive action.
4. Be aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised learning space, especially towards the end of a break time.
5. Be alert and vigilant - intervene immediately if potentially dangerous behaviour is observed in the yard - enforce behaviour standards and logical consequences for breaches of safety rules (or refer to a teacher or the Principal as appropriate).
6. Staff should always be on the move focused on the students at play and be wearing a high visibility vest.
7. The handing over of yard duty from one staff member to another must be quite definite and must occur in the in the playground. Where a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office/staffroom, but not leave the area until replaced.
8. Staff members must promptly attend to a student seeking first aid on arrival at the staffroom.

### *Before and After School*

1. Bungaree Primary School's grounds are supervised by school staff from 8:45am until 3:45pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Bungaree Primary School outside of these hours. Families are encouraged to contact the Principal for more information about possible before and after school care facilities/providers available to our school community.
2. The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.
3. The school will provide staff supervision for students after school between 3.30pm and 3.45pm.
4. This information is provided to parents/guardians on a regular basis via the school newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.
5. Sufficient teachers will be allocated by the Principal or their nominee to supervise students during these periods.
6. 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 Late Arrival/Early Departure from School*

1. Students must be signed in to the school if arriving after commencement of learning time (9:00am).
2. Students must be signed out of the school if departing prior to dismissal time (3:30pm).

3. A record of early departures is to be kept in the Office and completed for all students departing the school early. Details will include the student's name, grade, the time of departure, reason for departing and the name of the person collecting the student.
  - No parents/carers are permitted to take students directly from the classroom without signing the student out.
  - 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.

#### *Arrangements for Students Not Collected After School*

1. 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.
2. 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.
3. 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.
4. Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

#### *Arrangements for Student Supervision on School Camps and Excursions*

1. The Principal is responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activities. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

#### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.