



Duty of Care and Supervision Policy

CLIFTON HILL PRIMARY SCHOOL

August 2017

AIMS:

- To ensure that staff have an adequate awareness and understanding of their duty of care obligations and responsibilities to provide appropriate supervision to students.
- To ensure that staff conduct themselves at all times consistently with these legal obligations and responsibilities.

RATIONALE:

Principals and teachers have a special duty of care in relation to their students to take steps that are reasonable in the circumstances to protect students from risks of injury that should reasonably have been foreseen. This duty includes the duty to provide an adequate system of supervision.

The duty is not to prevent injury in all circumstances – it is a duty to take reasonable steps to prevent injury that is known or foreseeable.

The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the relationship between staff and student extends to the individual circumstances, whether the risk was known or foreseeable, and whether there were any reasonable steps that could be taken to prevent the injury from occurring.

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

STANDARDS OF CARE:

Duty of care requires that Principals, teachers and other school staff take reasonable steps to minimise the risk of reasonably foreseeable harm, including

- ensuring the school complies with the Child Safe Standards
- provision of suitable and safe premises
- provision of an adequate system of supervision
- implementation of strategies to prevent bullying
- ensuring that medical assistance is provided to a sick or injured student
- promoting safety in online environments



IMPLEMENTATION OF STANDARDS OF CARE:

1. Compliance with Child Safe Standards

(see Child Safe Policy)

2. Provision of suitable and safe premises

At Clifton Hill Primary School, reasonable precaution is taken to maintain safe premises to prevent injury from occurring. Review of the risks in school environment is a regular agenda item in school Leadership Team meetings.

Areas in the schoolyard are zoned for recess and lunchtime to allow different levels of activity in particular areas.

At Clifton Hill Primary School riding of bicycles, scooters, rollerblades, skateboards etc. is not permitted in the school grounds at any time. This rule applies to students, siblings and parents.

3. Provision of an adequate system of supervision

At Clifton Hill Primary School, the Principal and Leadership Team ensure that all staff members are aware of their responsibilities in supervising students in all school environments. School staff members are required to supervise all learning environments including school grounds, classrooms, excursions and online spaces.

Before School Supervision:

Clifton Hill Primary School staff provides formal supervision of the schoolyard from 8:50am – 9:00am and 3:30 pm – 3:40pm. Parents and guardians are regularly informed and reminded about supervision provided before and after school hours.

Recess and Lunch Supervision:

The Principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated in the roster. At Clifton Hill Primary School the timetable coordinator is responsible for preparing, updating and communicating the yard duty roster. Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable.

Early Arrival and Late Departure:

Excellence in Education

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T 03 9489 8333 F 03 9481 1910 clifton.hill.ps@edumail.vic.gov.au



At Clifton Hill Primary School procedures are in place to promote the safe late arrival and early departure of students. Students arriving after 9:10 must be taken to the office by a parent or guardian and signed in at the Compass Kiosk. In the case of students arriving late and unaccompanied, parents will be contacted and informed of the necessary procedure.

Students leaving early must be collected by a parent, guardian or another adult authorised by a parent. The parent, guardian or authorised adult must take the child to the office to be signed out using the Compass Kiosk.

Incursions / Guest Speakers

A teacher must supervise students at all times during incursions or presentations given by a guest speaker.

4. Implementation of strategies to prevent bullying

(See Engagement and Inclusion Policy and Student Wellbeing Handbook)

5. Ensuring that medical assistance is provided to a sick or injured student

(see First Aid Policy and Anaphylaxis Management Policy)

6. Promoting safety in online environments

(See Cyber Safety and Digital Technologies Policy)

Supervision and duty of care outside of school premises and/or hours

(See Excursion and Activities Policy and Camp Policy)

For events and activities that require approval by the school council, the risks will need to be reviewed and discussed. The school council will need to be assured that the risks are clearly identified and effectively managed.

This policy should be read and in conjunction with the following school policies:

1. Child Safe Policy
2. Excursion policy
3. Camp policy
4. Student Engagement & Inclusion policy
5. Student Wellbeing Handbook
6. Cyber Safety and Digital Technologies Policy
7. First Aid Policy
8. Anaphylaxis Management Policy

Review 2020