



Swinburne Senior Secondary College

Supervision of students and duty of care

Policy Statement

A safe and supportive learning environment at SSSC is supported by a duty of care that involves legal duties owed by teachers and school staff towards students and involves appropriate supervision of students on-site and/or where a duty of care exists.

Guidelines

The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The principal 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 expected, protected from injury. This duty extends to intervention in single-sex areas if need be by a teacher of the other gender or arrangements as suitable for gender queer students.

As part of its duty of care the school is required to adequately supervise students for a defined period before school; at recess time and lunch time; and after school. This on-site supervision requires not only protection from known hazards, but also protection from those that could arise (that is, those the teacher should reasonably have foreseen) and against which preventive measures could be taken.

The duty of care is extended to outside school hours and premises when the relationship between the school and the student requires it *in the particular circumstances*. Information on school duty of care is available in the Departmental [Duty of Care](#) Policy.

It is essential parents/carers are kept informed as to when supervision of students is available before and after school, and that outside these times supervision and/or the collection of students is the responsibility of parents/carers. This information should be clearly provided to parents/guardians on a regular basis.

Parents/carers may require their child to leave the school grounds to be dismissed early from school to attend an appointment. It is important the school has a process to authorize these requests and accurate student records are maintained.

Implementation

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include before school, recess and lunch breaks, and after school.

In determining whether supervision of students entering or exiting the school is adequate, the principal or their nominee will consider a number of factors including:

- which entry/exit points should be or are used by students
- whether any entry or exit points should be locked, designated as out of bounds, or supervised
- road traffic conditions
- designated pick up and drop off areas

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the principal who will consider whether supervision is required to protect students on the public transport, or from unruly student behaviour when boarding or alighting from public transport.

The school must receive written permission from a parent/carer before the school will authorise a student to be dismissed to attend an appointment during school hours.

Students must be signed out of the school if departing prior to dismissal time. A record of early departures is to be kept in the Compass School Management system and completed for all students departing the school early.

Note: When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Review

This policy is for review every three years or more often if required in response to Departmental regulations.

Links

Duty of Care

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx>

Supervision Guidelines

<http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>

Certification

This policy was adopted at the School Council meeting held at

_____ on the _____ day of _____

Principal

School Council President

Endorsed by School Council and effective as of: (insert date)