

Supervision of Students Policy

1. Objective

Cheshire School staff, particularly registered teachers, are held to a high standard of care in relation to students. A safe environment plays an important role in assisting students to reach their potential and enhance their wellbeing. The teacher-student relationship is regarded legally as a relationship in which registered teachers have a duty of care to:

- Ensure the School complies with the Child Safe Standards
- Provide suitable and safe premises
- Ensure that procedures for child safety are implemented at all times
- Ensure that reasonable precautions are taken to minimise the risk of child abuse
- Provide adequate supervision in all aspects of schooling
- Implement strategies to prevent bullying (including cyberbullying) and harassment
- Ensure that medical assistance or care is provided to a sick or injured student
- Ensure the safety and wellbeing of students in an emergency or critical incident

The objective of this Policy is to set out the responsibilities for the supervision of students whilst at school onsite, on excursions and before and after school. It also aims to:

- Ensure that staff and families are aware of their rights and responsibilities in relation to the supervision of students
- Provide staff with strategies to effectively supervise students.

2. Scope

Cheshire School provides effective student supervision and care to ensure that students are in a safe environment at all times. **Duty of care** is a legal concept that has its origins in the common law. The common law is a collection of legal principles that have been established over time by the courts. The duty of care principle not only underpins, but to a large extent drives, most school policies and practices.

This Policy attempts to explain, in plain English, what “duty of care” means, how teaching staff may discharge their duty of care to students, and the circumstances in which non-teaching staff, external providers and volunteers may owe students a duty of care.

3. Context and Guiding Principles

- Learning within a safe environment plays an important role in student outcomes and sense of wellbeing.
- The Head of School and teachers must take reasonable steps to ensure the safety of student and others within the school environment.
- Clear procedures and processes that are consistently applied are important in ensuring high standards of duty of care at all times.

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- The Head of School is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions.
- Teachers are required to supervise all learning environments; the school grounds, the classroom and excursions – online spaces are also considered a learning environment. Therefore, as part of that duty, teachers are required to adequately supervise students who are working in these spaces. This duty also requires protection from risks that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.
- The School will comply with all organisation and legislation requirements for child safety outlined in the Child Safe Standards (Ministerial Order 1359) including reasonable precautions to prevent the abuse of a child by an individual associated with the school while the student is under the care, supervision or authority of the school.
- Effective strategies that ensure the safety and care of all students are implemented. This includes appropriate measures for younger students, students with disabilities or students at risk.
- All staff have a responsibility to take reasonable steps to prevent potential injury to students and others.
- Strategies are implemented, as required, for specific students such as students with disabilities and age levels to ensure that the environment is safe for all students.

4. Definitions

| Word | Definition |
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| <ul style="list-style-type: none"> • Duty of care | <ul style="list-style-type: none"> • This is the responsibility that the Head of School and teachers have 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. The duty is not to prevent injury in all circumstances. It is a duty to take reasonable steps to prevent injury, which is known and foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors: <ul style="list-style-type: none"> ○ The probability that the harm would occur if care were not taken ○ The likely seriousness of the harm ○ The burden of taking precautions to avoid the risk of harm ○ The social utility of the activity that creates the risk of harm ○ The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the |

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| | 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. |
| <ul style="list-style-type: none"> • Supervision | <ul style="list-style-type: none"> • This refers to the supervisory role of staff aimed at enhancing a student’s educational opportunities, building self-esteem, and ensuring students are safe and supported. Whilst in a supervisory role, each staff member has an obligation to fulfil duty of care requirements. Staff must comply with the arrangements for student supervision put in place by the school for all activities where the student is under the duty of care of a member of the staff. |
| <ul style="list-style-type: none"> • School environment | <ul style="list-style-type: none"> • This is any physical or virtual place made available or authorised by the school for use by a student during or outside school hours, including: <ul style="list-style-type: none"> ○ Online school environments (including email and intranet systems); and ○ Other locations provided by the school for a student’s use (including, without limitation, locations used for excursions and other events) ○ Another provider (should the school contract with another school, a registered training organisation or another organisation not registered as an education or training provider) |

5. Policy

The Head of School and teachers have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable. All school staff will be made aware of their legal responsibilities. The Head of School is required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students in addition to their professional teaching obligations.

6. Associated Procedures

6.1. Supervision responsibilities before and after school

| The person responsible | Responsible for |
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| <ul style="list-style-type: none"> • Parents, guardians or carers | <ul style="list-style-type: none"> • The care and supervision of students: <ul style="list-style-type: none"> ○ Travelling to and from school ○ Outside the times of school supervision before and after school |
| <ul style="list-style-type: none"> • Head of School and Cheshire School staff | <ul style="list-style-type: none"> • Ensuring: |

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| | <ul style="list-style-type: none"> ○ School supervision is provided for a minimum of 10 minutes before and after school hours ○ Parents, guardians and carers regularly informed of supervision provided by the school before and after school ○ Sufficient teachers are available to supervise the arrival and departure of students ○ Teachers supervising arrivals and departures are not called away to other duties without alternate supervision being arranged |
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6.2. Supervision in specific circumstances

This table outlines supervision requirements/considerations for specific circumstances:

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| <ul style="list-style-type: none"> ● Recess and lunch times | <ul style="list-style-type: none"> ● Students must be supervised at all times during recess and lunch |
| <ul style="list-style-type: none"> ● Outside school grounds/ excursions | <ul style="list-style-type: none"> ● Students must be supervised at all times |
| <ul style="list-style-type: none"> ● Swimming pools | <ul style="list-style-type: none"> ● Students must be supervised at all times whilst using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council) |
| <ul style="list-style-type: none"> ● Visiting speakers/ instructors | <ul style="list-style-type: none"> ● Visiting speakers do not have the authority to supervise students ● Teachers must supervise their students during a presentation from a guest speaker |

6.3. Parent, guardian and carer support

This table describes strategies Cheshire School can use to encourage parents, guardians and carers to support supervision before and after school.

| Assist the school to | Parents, guardians and/or carers can be encouraged to consider |
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| <ul style="list-style-type: none"> ● Ensure student safety when travelling to and from school | <ul style="list-style-type: none"> ● How they can help educate their child in traffic safety ● Whether their child will need to cross pathways of traffic |
| <ul style="list-style-type: none"> ● Maintain student attendance rolls - setting out students' usual travel arrangements | <ul style="list-style-type: none"> ● Always advising the school when there is a change to regular travel arrangements, even temporarily ● Ensure that students arrive no earlier than 8:45am and are collected at 3:00pm |
| <ul style="list-style-type: none"> ● Maintain preferred or mandatory points of exit for students at the start and end of | <ul style="list-style-type: none"> ● Use points of entry/exit as designated by the school ● Ensure students are familiar with these points of entry/exit |

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| the day | |
| <ul style="list-style-type: none"> Apply traffic controls at all times | <ul style="list-style-type: none"> Obey speed limit (10km per hour) Obey parking regulations and other traffic controls to <ul style="list-style-type: none"> Help create a safe environment at entries and exits to Cheshire School Show respect to other users of bestchance Child and Family Network services |
| <ul style="list-style-type: none"> To provide adequate supervision for students entering and exiting the premises at the commencement and end of the school day | <ul style="list-style-type: none"> Avoid talking to teachers regarding your child's progress who are supervising arrival or departures. Please arrange another time to have these discussions. |

6.4. Supervision on excursions

Please also refer to the *Excursion Policy* and relevant excursion Risk Management Plan.

To ensure appropriate and effective levels of supervision, excursion planning should take into account:

- The experience, qualifications and skills of staff (including volunteers, teachers, etc)
- The age, maturity, physical characteristics and gender of students
- The ability and experience of the students
- The size of the group
- The nature and location of the excursion
- The activities to be undertaken
- The requirements outline in the Risk Management Plan for that particular excursion
- Any other relevant factors

7. Relevant Legislation Sources

- [Ministerial Order No 870 – Child Safe Standards – Managing the risk of child abuse in schools](#)
- [Child Wellbeing and Safety Act 2005 \(Vic.\)](#)
- [Disability Discrimination Act 1992](#)
- The Victorian Teaching Profession [Code of Conduct](#) (Victorian Institute of Teaching)
- WorkSafe Victoria [Occupational Health and Safety \(OHS\) in schools: A practical guide for school leaders](#)