



# ON-SITE SUPERVISION OF STUDENTS POLICY

## 1.0 INTRODUCTION

This On-Site Supervision of Students Policy applies to Diocese of Sale Catholic Education Limited ('**DOSCEL**') workplaces.

## 2.0 PURPOSE

DOSCEL employees, particularly registered teachers, are held to a high standard of care in relation to students. This includes exercising reasonable supervision in and outside the classroom. Appropriate, well organised and responsive supervision of students during class time, recess and lunch is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks as they arise.

## 3.0 PRINCIPLES

- 3.1 Student supervision is provided according to school needs.
- 3.2 Staff are aware of their responsibilities for the supervision of students.

## 4.0 DEFINITIONS

### 4.1 Supervising Students in Classes

The duty of a teacher includes exercising reasonable supervision in the classroom. The degree of supervision depends on the factors making up the class. These factors include age, sex, linguistic abilities, aids to be used, type of class (e.g. technology, domestic sciences, laboratory work, physical education, the arts), the behaviour of students, and students with particular needs (e.g. students with disabilities or integration students, gifted students, new arrival students).

In order to act responsibly and reasonably, teachers need to be aware of group dynamics within the particular class, especially situations that may develop into harassment, intimidation, victimisation, physical violence, fighting, misbehaving, throwing objects or argumentation. Among younger students in particular, registered teachers need to be vigilant that none of the students leave the room without permission.

Teachers are responsible for the group of students that they have been allocated to teach and/or supervise at a particular time. This includes the time when a student may be in the class or has withdrawn from the class for a reason.



Some examples are:

- If a student is ill and goes to a sick bay, the teacher is still responsible for supervision of the ill student, even if another staff member supervises sick bay, unless the principal has made another supervisory arrangement.
- If a student leaves a class to be collected by a parent, guardian or carer, that student is still under the supervision of the teacher until the parent, guardian or carer takes over the supervisory role. The time that a student waits in an area to be collected is a time that the teacher still has a duty of care.
- If a student goes to a toilet, then that time is within the supervision of the teacher.

The supervisory duty of a teacher is never replaced by the presence of a non-teaching staff member or a student teacher, nor can the supervision be delegated to another teacher without proper authority.

All students requesting permission to leave school property during school hours need to provide an appropriate written request from their parent, guardian or carer specifying the details of the request. The request should state who will be responsible for collecting the student as well as the appointed time.

Primary students, because of their young age and sometimes their inability to appreciate possible dangers, need to be supervised at all times. As students develop, the need for close and direct supervision may gradually become less.

#### **4.2 Supervising Students Out of Class**

The duty of the principal includes providing adequate supervision of students at all times as well as a safe and secure school environment. Supervision of out-of-class activities includes the development of emergency plans and risk management plans that will assist supervising teachers to respond in adequate and reasonable ways.

Students must be adequately supervised at all times during recesses, lunch breaks and times when out of class. The degree and type of supervision will depend upon the number of students, the school environment, the weather, age of students and special localised factors (e.g. potentially dangerous sites, proximity to busy roads, ease of supervision, group dynamics). Being a supervising teacher requires vigilance and awareness of what is happening at all times. If a potentially dangerous situation occurs, the teacher should respond quickly to prevent any incident or accident occurring. As well, the school office needs to be informed by quick means of any incidents that may potentially become larger problems.

During breaks in the school day when sporting activities occur with minimal supervision (such as lunch break), the supervising teachers owe a duty of care to all students. Therefore, school protocols, as well as the availability of supervisory teachers at any time, should guide the type of sporting activity permitted. Students



should be encouraged to wear protective gear whenever playing a sport that could cause possible injury without the use of protective gear.

## 5.0 EXPECTED OUTCOMES

- 5.1 Provision of suitable and safe premises.
- 5.2 Provision of an adequate system of supervision.

## 6.0 REFERENCES

- The Victorian Teaching Profession [Code of Conduct](#) (Victorian Institute of Teaching)
- DOSCEL Commitment Statement to Child Safety

## 7.0 RELATED POLICIES

- DOSCEL Duty of Care Policy
- DOSCEL Pastoral Care Policy
- DOSCEL Child Protection and Safety Policy
- DOSCEL Guide to Reporting Conduct under the Reportable Conduct Scheme
- DOSCEL Off-Site Supervision Policy
- Resolving Parent/Guardian Issues and Concerns
- Complaints and Grievances Management Policy

## 8.0 REVIEW

**Implementation Date:** December 2019

**Review Date:** December 2021