



# Student supervision policy

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## Rationale:

Principals and teachers are held to a high standard in relation to the care of students. The duty of care requires Principals and teachers to take all reasonable steps to reduce risk, including the provision of an adequate system of supervision such that all students are safe at school.

## Aims:

- To ensure all students are safe at Bunyip Primary School
- To ensure Bunyip Primary School satisfies its duty of care to all students
- To ensure all staff are aware of their responsibilities to supervise students during school times (in school grounds and on camps/excursions) as well as before and after school

## Implementation:

Supervision of students before and after school hours:

- Playground supervision is to be provided from the arrival of the first bus at 8.30am
- Playground Supervision is provided after school until 3.45pm
- Parents/guardians are regularly informed about supervision available before and after school
- Sufficient teachers are available to supervise the departure of students at the end of the school day
- Teachers supervising departures are not called away for other duties without alternate supervision being arranged
- Where the school may conduct before and after school activities, before and after school activity coordinators will take a roll of expected students and report to the office any absences to ensure that students who are present at school and should be at a scheduled activity are directed to that activity

## Supervision of students in specific circumstances:

### Recess and lunch times:

- Students will be supervised during recess and lunch
- If all students are present at school, two staff members will be on yard duty during each recess or lunch
- Where 50% or more of students are absent on an excursion, one staff member will be on yard duty during recess and lunch breaks
- Yard duty is the term to describe supervision of students in outdoor areas
- In the case of an altered timetable due to extreme weather, each learning centre will have one staff member per two grades on duty to provide supervision
- Specified areas will be out of bounds for students. These areas will be regularly communicated to students and parents

## Student supervision policy

District, Regional and State Sporting Activities

- Parents will transport their own children to and from these events and supervise them while at these events
- If parents are unable to transport their own child to these events, the school will provide a staff member for supervision

## Excursions and camps

Excursion staff must be approved by the principal or school council and may include:

- teachers employed by the Department or school council
- other adults on a volunteer or paid basis such as:
  - parents or carers

- education support class
- community members
- trainee teachers
- campsite staff
- specialist instructors for excursion activities
- Excursion staff who provide supervision of students and who are not registered teachers must have a Working with Children Check
- The names of volunteer workers must be recorded for the purposes of volunteer worker's insurance
- Where approved excursion staff who are not teachers employed by the Department or School Council are in attendance; they can be included in the staff-student ratio:
  - for the duration of a specific activity for which they have a designated supervisory responsibility; or
  - for the overall staff-student ratio for the program, where they are on duty and available on the same basis as other staff (usually a 24-hour basis)
- The specific roles and responsibilities of each staff member whether teachers, instructors, campsite staff or volunteers, must be clarified and understood by all staff and students prior to the commencement of the excursion/camp
- The excursion must for most excursions:
  - be under the direct control of a teacher employed by the Department or the School Council with at least one other excursion staff member present
  - have enough teachers employed by the Department or School Council to maintain appropriate control of the excursion and of each activity
  - have teachers comprising at least half of the excursion staff.
- For overnight stays for mixed gender groups include excursion staff of at least one person of each sex where possible
- For small group excursions in the local area with the approval of the principal, be supervised by one or more excursion staff employed by the Department or School Council

This table describes the minimum staff-student ratios for excursions:  
 These are the current DET expected supervision ratios.

Type of excursion	One excursion staff member per
Day excursion	20 students
Adventure activities	Follow specific DET guidelines for the activity. See: Safety Guidelines for Education Outdoors within Department resources
Overnight - base camps in residential premises or under canvas	10 students
Overnight – local and interstate tours	15 students
Overnight – overseas tours	10 students

## Swimming programs

Students must be supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council). If the school has engaged swimming instructors, school staff must supervise students not under instruction. If the school is providing the swimming instruction, it must ensure there are enough teachers to instruct students and enough extra staff to supervise students not under instruction. School staff are responsible for the supervision of students in change rooms both prior to and after instruction.

## Visiting instructors, service providers or speakers

Teachers must supervise their students during a presentation from a guest instructor, service provider or speaker

## Student arrivals and departures

- Ensure a traffic management policy and plan is in place and communicated to staff and parents
- Monitor the arrivals and departures by the school bus
- Monitor student behaviour on the school bus to ensure safe operation of the bus
- Absconding students or unapproved removal of a student will result in the activation of the Emergency Management Plan

## **Visitors to the school**

- Visitors to the school will be directed to the school office and a register of visitors maintained
- Casual Relief Staff will be provided with information regarding school procedures and the students in their care
- Unidentified visitors will be considered intruders and the Emergency Management Plan will be enacted

## **Evaluation:**

*Ratified by School Council: December 2021*

*To be reviewed in: December 2024*