

DSM Policy

Supervision

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



Rationale

The Deutsche Schule Melbourne (DSM) – A German English Bilingual School in discharging its duty of care provides supervision for students on the school site and when engaged in school activities, camps and excursions. The supervision policy sets out the principles and framework governing the school’s approach to this obligation. The policy, together with the policy implementation documents listed below, should be read and understood by all those planning, leading and responsible for meeting this obligation.

Scope

This policy applies to the principal and all school staff including education support staff, casual relief teachers and visiting teachers.

Definitions

Duty of Care

Schools have a duty of care to ensure the safety and wellbeing of students. In discharging this duty, the school, the Principal, teachers and other staff are held to high standard of care in relations to students. The duty requires the principal and teachers to take all reasonable steps to reduce the risk of harm to students whenever and wherever the student is in the care of the school. The duty is non-delegable, meaning that it cannot be assigned to another party.¹

Teachers have a special duty of care with respect to supervision but other adults do not have the same duty of care. The school may, however, still ask other adults to supervise students in specific circumstances. In making such a request, the school retains its duty of care (which is non delegable) and so must ensure that the adults concerned are always able to contact a teacher if assistance or advice is needed. If adults other than teachers accept this responsibility, the school must ensure that they are able to contact a teacher if required.

Principles

Every student has a right to be safe at school. The school, as well as each individual teacher, has a duty of care to ensure the safety and wellbeing of each student. The school’s duty of care extends to ensuring that students are protected from harm, including from risks of injury or harm that are known or which could have been reasonably foreseen and prevented.

Although supervision is required primarily in order to meet the duty of care obligation, supervision is also one of a number of strategies that the school employs as it manages student behaviour in line with its Positive Behaviour Policy. The school is committed to ensuring that it provides adequate supervision of students in all learning environments, including online spaces, when on school grounds, in classrooms and on camps and excursions. The school will ensure staff are aware of their responsibilities to supervise students.

¹Victorian Department of Education and Training. Duty of Care (06. February 2020) Victorian Department of Education and Training <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/dutyofcare.aspx> (Accessed 6 May 2020)

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Goals

To set out the framework governing the adequate supervision of students.

Responsibilities

The Principal is responsible for:

- ensuring the school's duty of care is discharged and that teachers are aware of their duty of care
- determining the school's teacher-student ratios and level of supervision for each type of activity
- approving the supervision procedures that give clarity as to how supervision is conducted
- ensure all staff are aware of their responsibilities to supervise students.
- putting in place procedures whereby the fulfilment of supervisory duties is monitored and members of staff are held to account.

The Deputy Principal is responsible for:

- organising a supervision duty roster and developing clear procedures that set out the duty requirements

Supervising staff are responsible for:

- their individual duty of care to students
- following the supervision procedures exactly and supervising students as directed.

The school is responsible for:

- providing parents with clear information as to the start and finish times of school supervision before and after school
- providing parents with clear information about the timing of before and after-school activities and how that impacts on school supervision
- student drop off and collection procedures for children that specify the handing over of children from parents to staff and vice versa.

Parents are responsible for:

- supervising their children before and after school outside the times that school supervision is provided including the supervision of their children travelling to and from school
- Providing the school with written consent for children to make their way home on their own.
- Providing permission when students are involved in activities or travel in which students are self-reliant e.g. older students leaving the school grounds on their own.
- students travelling by public transport.

Other staff are responsible for:

- Supervising students in specific circumstances. They must always be able to contact a teacher if the circumstances demand it.

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Supervision Areas

Before and after school care

Deutsche Schule Melbourne's school grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers should not allow their children to attend Deutsche Schule Melbourne outside of these hours. Families are encouraged to utilise the DSM OSHC service available to our school community if they require extra supervision outside of school hours care.

If a student is not collected before supervision finishes at the end of the day, the student should go to the main office at 3.45pm. The principal or delegate will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in the out of school hours care program at the parent/guardian's cost
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

School staff who are rostered on for before or after school supervision must follow the processes as outlined.

Yard Duty

Staff members are expected to be on yard duty at the appointed times. Supervising teachers cannot leave their yard duty assignment without the arrangement of alternate supervision. During yard duty, supervising staff must:

- be alert and vigilant; methodically move around the designated zone
- mediate minor misdemeanours at the time they occur
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- ensure that students who require first aid assistance receive it as soon as practicable
- record any incidents as appropriate
- familiarise themselves with, and follow procedures for wet/windy/hot days

Classroom

The classroom or specialist teacher is responsible for the supervision of all students in their care during class. If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the teacher in the adjacent room if available to supervise their class. If that teacher is not available, then contact a member of the school leadership team for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. No class should be left unsupervised. Class supervision cannot be delegated to an education support person, pre-service teacher, intern, parent helper or volunteer.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school internal activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

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Policy Communication

The Supervision Policy is available on the school's website. The school will:

- familiarise all staff with the Supervision Policy and processes as part of the on-boarding process
- communicate any changes to the supervision policy or procedures to all staff in writing communicate any policy changes to its parents via the school's newsletter.

Revised, June 2020