

# Supervision Policy

## Policy Statement

Loreto College Ballarat has a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision of students. This policy requires the College to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen. The College is required to demonstrate they have in place Supervision Procedures.

## Context

This policy provides for the safety and wellbeing of all students and adequate and appropriate supervision of students in the school environment, including:

- all indoor and outdoor activities
- activities occurring in online environments
- activities involving external providers
- school sponsored activities that occur outside school hours.

Supervision that considers the degree of care needed for the protection of students must be provided and have regard to:

- their age, skill and experience
- any physical and/or intellectual needs
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken, as well as potential hazards.

## Scope

This policy applies to all school staff (including employees, contractors, volunteers, clergy, labour hire workers), parents/guardians/carers, and other members of the College community.

## Roles and Responsibilities

ROLE	RESPONSIBILITY
<b>Principals</b>	<ul style="list-style-type: none"> <li>• must ensure that appropriate arrangements are in place for student supervision before, during and after school hours, including breaks and non-class time (e.g. free periods);</li> <li>• must ensure that staff members are aware of their specific responsibilities relating to student supervision. Sufficient teachers must be available to supervise the departure of students at the end of the school day. Increased supervision may be required based on the local school environment and the age of the students;</li> <li>• must ensure that parents/guardians/carers are regularly informed about the supervision available before and after school. Parents/guardians/carers are responsible for the care and supervision of students travelling to and from school;</li> <li>• must ensure that staff receive first aid training and that adequate first aid facilities are available in each school, consistent with the school environment and the nature of activities being undertaken;</li> <li>• must ensure that, in line with the Attendance Policy, schools have procedures in place for students seeking to leave or arrive at the school premises throughout the school day;</li> <li>• are to refer to the Excursions, Camps and Travel Policy to ensure that appropriate levels of supervision are planned for all excursions, camps and travel, including local excursions and class-related offsite travel; and</li> <li>• are to ensure that the school's Supervision Policy is accessible to students and their families.</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>• are responsible for the supervision of their students in their classes when in charge of their class. School officers, trainee teachers, visiting teachers or visitors are not authorised to be responsible for a class in the absence of the designated supervising teacher; and</li> <li>• must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools.</li> </ul>
<b>College</b>	<ul style="list-style-type: none"> <li>• must provide appropriate supervision of students during periods of remote learning and online learning to ensure the safety of students; and</li> <li>• have the day-to-day responsibility to ensure the safety, security and wellbeing of students, and establish processes to implement the following:             <ul style="list-style-type: none"> <li>○ learning within a safe environment, which plays an important role in student outcomes and sense of wellbeing</li> <li>○ take reasonable steps to ensure the safety of students and others within the school environment</li> <li>○ establish clear procedures and processes that are consistently applied. These are important in ensuring high standards of duty of care at all times</li> <li>○ complying with all Loreto College Ballarat and legislation requirements for child safety outlined in the child safe standards (<i>Ministerial Order 1359: Implementing the Child Safe Standards – Managing the</i></li> </ul> </li> </ul>

	<p><i>risk of child abuse in schools and school boarding premises</i>), 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</p> <ul style="list-style-type: none"> <li>○ implementing and maintaining effective strategies that ensure the safety and care of all students</li> <li>○ taking reasonable steps to prevent potential injury to students and others.</li> </ul>
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## Legislative Context

Child Wellbeing and Safety Act 2005 (Vic)

Disability Discrimination Act 1992

Education and Training Reform Regulations 2017

Education and Training Reform Act 2006: Ministerial Order 1359

## Definitions specific to this policy

TERM	DEFINITION
<b>Child Safety</b>	Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).
<b>Duty of Care</b>	Duty of care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps a school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.
<b>First Aid</b>	The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners
<b>School Environment</b>	Means any of the following physical, online or virtual places used during or outside school hours: <ul style="list-style-type: none"> <li>• a campus of the school</li> <li>• online or virtual school environments made available or authorised by Loreto College Ballarat for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)</li> <li>• other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).</li> </ul>

## Supporting Documentation

### Internal

- Child Safety and Wellbeing Policy
- Duty of Care Policy
- Excursions, Camps & Travel Policy and Procedure
- Health and Medical Management Policy
- Positive Behaviour Policy and Procedures
- School Visitor Policy and Procedures
- School Volunteer Policy and Procedures

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