

## STUDENT SUPERVISION POLICY

### RATIONALE:

St Mary's College and our partner schools owe a duty of care to take such measures as are reasonable in all circumstances to protect students from risks of harm that reasonably ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that St Mary's College in cooperation with partner schools, meet its duty of care obligations.

### Supervision Policy

St Mary's College is committed to providing a safe environment for all our students when they are in the care of our college. It is our policy that:

- Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:
  - their age, skill and experience;
  - their deafness and any additional physical and/or cognitive impairments;
  - existing medical conditions;
  - known behavioural characteristics;
  - the nature of activities being undertaken and hazards
- Adequate numbers of staff have received first aid training at each campus and students have access to professional health centre staff as provided by the partner school where the campus is located (refer to First Aid Policy).
- Accidents and incidents are promptly dealt with through appropriate treatment and/or intervention
- Material accidents and incidents are recorded, and corrective action implemented where required (refer to procedures for illness and injury and OH&S Flowchart available through Operational Guidelines for each campus).

St Mary's College has developed the following guidelines with respect to supervision.

Teachers of the deaf are responsible for the supervision of their students in classes they are allocated. Due to the small number of St Mary's staff at each campus and the large number of classes in which our students will participate in, partner school classroom teachers assume responsibility for the supervision of St Mary's students in their classes when a St Mary's teacher cannot be present. In particular, teachers of both schools should be vigilant to ensure:

- Adequate age appropriate supervision having regard to the nature of the activities being undertaken (see Risk Assessment template & Camps and Excursions Policy);
- All spoken instruction relating to the safety or wellbeing of students is understood by St Mary's deaf and hard of hearing students;
- Proper use of any plant and equipment;
- Proper handling of any hazardous substances;
- Proper use of relevant protective equipment

## Yard Duty / Grounds Supervision

St Mary's College students access both the grounds around the St Mary's school building and the recreational spaces of our partner schools. Grounds of all schools are supervised by St Marys' staff or staff from each partner school during recess and lunch, with limited supervision immediately before and after school. Each school has guidelines and expectations for staff on yard duty or grounds supervision. St Mary's staff based at each campus have a responsibility to ensure they are familiar with those guidelines.

### Before & After School Supervision

Whilst the college is committed to ensuring student safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school. Where school activities (such as sport or band practice) are arranged before or after school, appropriate supervision will be provided for attending students according to the time and location of the activity by the organising school.

Primary students not collected by parents/guardians by 3.45 will be escorted by the yard duty/grounds supervisor to the administration office of the partner school where they will be supervised by administration staff until 4.00pm. Students who have not been collected by that time will be escorted to the afterschool care provider (Wantirna South only) and signed in by the administration staff. If the administration staff are unable to get in contact with a parent/guardian of a St Mary's primary student, they are to contact the St Mary's Deputy Principal or Principal who will arrange supervision until the parents/guardians can be located.

Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

Status of Document	
<b>Written by:</b> Principal	28 January 2020
<b>Approved by:</b> College Board	April 2020
<b>Post Implementation Review:</b>	January 2021
<b>Next Approval:</b> College Board	2024