



**SOUTHERN CROSS**  
— GRAMMAR —

POLICY

**SUPERVISION**

June 2020

## Document History

Version	Date	Board / Committee Approval	Approval Date	Summary of Changes
1.0	March 2011	Board	March 2011	Developed
1.1	July 2014	Board	July 2014	Reviewed and updated
1.2	June 2020	Board	15 June 2020	Updating of formatting, logo and general terminology.



## Contents

Introduction .....	4
Purpose .....	4
Scope.....	4
Related Policy .....	4
Review.....	4
Responsibilities .....	4
Principles.....	6
Procedure – School Onsite Activities.....	7
Procedures – Offsite / Activities Conducted by an External Provider / Variation to School Routine Activities.....	8
Risk Management .....	10

### Introduction

Southern Cross Grammar must provide for the safety of its students and the efficient operation of the school. The school has a duty of care to protect the student from all reasonably foreseeable risks of harm. Protection from harm and the risk of harm, from whatever source, is fundamental to maximising each student's personal and academic potential.

The welfare and best interest of the student are paramount. Therefore Southern Cross Grammar has a responsibility to exercise reasonable supervision of students when they are in the care of the school. This includes the supervision of students undertaking school on-site activities, school off-site activities and activities provided by an external provider.

### Purpose

This policy aims to establish the requirements for supervision at Southern Cross Grammar to promote the care and protection of its students.

### Scope

This policy applies to the supervision of students at Southern Cross Grammar when they are in the care of the school. This includes times when students are undertaking on-site and off-site activities, activities provided by an external provider and in and out of school hours school activities including overnight, weekend and vacation trips. The policy applies to staff and others placed in a position of responsibility, or who have responsibility for the supervision of students.

### Related Policy

Risk Management Policy

Accidents, Injuries and Incidents Policy

### Review

Nothing in this policy shall prevent the Principal from constructing further guidelines, in accordance with this policy, which will help in protecting the safety and welfare of the students or others in the school.

All regulations constructed subsequent and pursuant to this policy statement should be devised by the Principal in consultation with staff. The regulations so constructed shall be put in writing and a copy sent to the Southern Cross Grammar Board as soon as possible after the receipt of this policy statement.

This policy will be reviewed as part of Southern Cross Grammar's cycle of review for all policy.

### Responsibilities

#### Principal

The Principal shall:

- ensure they are conversant with legislation and policy obligations relevant to student protection and their role
- ensure that their own behaviour encourages and supports behaviour in others which is consistent with the intentions of this policy

- ensure that all school based employees under their supervision are aware of their responsibilities and obligations contained within this policy
- ensure that safe work practices are implemented and maintained
- provide adequate and appropriate supervision arrangements for students
- assign teachers to regularly scheduled classes
- analyse situations requiring supervision in terms of risk management and assign numbers of supervisors and define their duties accordingly
- ensure that parents/caregivers are advised of supervision times and arrangements
- ensure that parents/caregivers are made aware of their responsibilities in the event of school closure before normal closing time, or in the event a student has to leave school while school is still in session
- ensure that parents/caregivers are advised in writing of any changes to normal arrangements
- ensure that appropriately qualified teachers conduct lessons in specialist areas
- arrange and put into effective practice school emergency (evacuation/containment) procedures
- meet legislated VIT and WWC accreditation requirements
- arrange for the regular inspection of the school premises to ascertain the need for repairs or servicing to rectify potentially dangerous conditions
- arrange for a method whereby all staff will be able to report the need for repairs to potentially dangerous conditions
- report repair and maintenance needs to the Corporate Services Manager
- ensure that, in planning new procedures, changing present procedures or introducing new procedures, all practicable supervisory measures are taken before the changeover
- make regulations to protect the safety of the students whenever building construction is taking place, during school hours, in the school or on the school grounds
- ensure that accidents and incidents are promptly investigated to allow corrective action to be initiated.
- ensure special-needs groups (e.g. people with disabilities and persons from non-English-speaking backgrounds) are considered in regard to supervision issues.

### **Staff on supervisory duty**

All staff shall ensure the safety of the students even when they are not specifically scheduled for supervisory duty.

Teachers and other supervising staff should:

- maintain healthy and safe procedures and practices;
- clearly understand their duties and be aware of potential hazards and the procedures to follow in case of an accident. Within the classroom, the teacher has definite responsibilities for the safety and care of the students. For example, when potentially dangerous objects are being used, the teacher, being cognisant of the age, number and maturity of the students, must decide what level of supervision is necessary.
- ensure that appropriate use is made of all safeguards, safety devices, personal protective equipment and other appliances provided for the purpose of health and safety in the school
- manage behaviour of students, (including playground and excursion activities);

Staff members who, in the opinion of the Principal, are qualified appropriately to provide duty of care, must supervise all groups during variation to school routine.

Failure by an employee to act in accordance with the requirements of this policy will constitute a breach of Southern Cross Grammar's Code of Conduct.

## Assisting Adults

- Any non-staff member, parent or volunteer who assists in the supervision of students must have undergone a Working with Children Check.
- The role of an assisting adult is to assist with supervision or instruction. They should not be given responsibility for the sole supervision of students, except in an emergency.
- The role and duties of Assisting Adults must be clearly defined and agreed to before the commencement of their duties.

## Parents

Parents should:

- ensure that their children understand what to do when students are dismissed.
- provide the school with telephone numbers and names of people who can be contacted in the case of emergency.

## Principles

Southern Cross Grammar recognises:

- its duty to provide for the care, safety and welfare of all its students and employees while they are under its jurisdiction.
- that this duty extends to all school activities, whether on-site or off-site. It also extends to activities conducted by an external provider.
- that there is no one guiding principle for the exact measurement of care which it owes.
- its duty to ensure that all its grounds, buildings, facilities and equipment are in a safe condition and in a reasonable state of repair.
- that recommended staff/student ratios and the maximum number of students for particular activities must be adhered to. They are the minimum required for the conduct of the activity and are based on considerations of safety, realistic workload and intended educational outcomes. In all cases, the maximum number may require reduction to comply with the requirements of venue-specific requirements or specific environmental condition, e.g. weather.
- that it has a higher duty of care for those areas, including facilities and equipment, which are inherently dangerous. Such areas include laboratories, gymnasiums, kitchens and school workshops.
- that the degree of care needed for the protection of students varies according to their age, their numbers, their maturity and the activity of the moment.
- that a greater degree of care is owed to younger students and students with identified behavioural, medical or disabling conditions. Supervisors assigned to these students shall be made aware of their special needs and be capable of providing proper supervision.
- that student assembly points must be provided which take into consideration climatic conditions which provide protection from the elements.

- that where relevant, the timing and arrangements for arrival and departure of buses and student bus assembly points be taken into consideration.
- that when an activity involves overnight or isolated circumstances, and both male and female students are involved, there must be both a male and female leader, one of whom must be a teacher.

### Procedure – School Onsite Activities

- Bearing in mind the supervision of students is intended to seek maximum efficiency and safety in the school, the Principal will require a schedule of supervisory duties for the staff so that regular visual control of students can be maintained during the school day, on arrival, during recess, during the lunch break, before school, if students remain in school, and until the last student has left the school at the end of the school day.
- The duties of staff on supervisory duty shall be clearly indicated with special reference to the areas to be supervised and the potential danger areas of the school.
- The Principal or delegate (DP or relevant Head of School) retains the overall responsibility for the organisation of a variation to school routine, including ensuring curriculum relevance. Students are forbidden from leaving the school grounds during the school day, unless explicit permission is given.
- Staff shall not request students to run errands or any other activity which places them outside the school during school hours.
- Students shall not be dismissed early unless the person who normally meets the student, or his/her designate, has been given prior notice.
- If the school is forced to close early due to unpredictable circumstances, Southern Cross Grammar shall communicate its intent by electronic / local radio stations and/or other means. In the event that the school is closed due to predictable events, such as teacher inservice, Southern Cross Grammar will notify parents directly.
- Southern Cross Grammar will endeavour to arrange for students to be accompanied home if the school is closed early because of stormy weather. Students shall be detained in school until such arrangements have been made.
- Where bus transportation is provided, the supervisory duties shall include the boarding and unboarding, when necessary, of the students at the school. Students shall be escorted to the bus to ensure that the students board the bus safely.
- If a student must be kept after school and has to travel by school bus, parents must be notified and alternate travel arrangements made. If this cannot be accomplished, other arrangements for detention must be made.

### Instructions to Students

Students should:

- be regularly and formally informed of arrangements and expectations, e.g. once a term at a formal assembly.
- be informed of where supervising teachers are located.
- be instructed to seek the help of a supervising teacher in situations which require it, including the need for first aid.
- clearly understand what constitutes safe activities. Unsafe activities should be brought to the attention of students.

## Procedures – Offsite / Activities Conducted by an External Provider / Variation to School Routine Activities

- When evaluating the welfare and safety factors of a school off-site/activities conducted by an external provider/variation to school routine activity, the Principal and/or teachers should apply the risk management process.
- Parents/caregivers and students must be given timely advice of the details of any off-site activity/activities conducted by an external provider or variation to school routine.
- Wherever a school endorsed activity takes place outside the school premises, outside normal school hours or by an external provider, consent forms must be obtained from the parent/caregiver of each student. Details provided on the consent form should include:
  - times, date/s, venue contact details and itinerary
  - number and year levels of participating students
  - name/s of supervising teacher/s and other assistants
  - transport, accommodation, meal and first aid arrangements
  - arrangements for students not participating (if applicable)
- If a student fails to return a permission note, the teacher can refuse to allow the student to take part in the activity. However, attempts should be made to contact parents/caregivers and seek verbal permission. In a case where verbal permission is obtained, written permission must be forwarded by the parent/caregiver.
- All people involved in the activity must be provided with the opportunity to fully understand their rights, responsibilities, roles and duties.
- All people involved in the activity must be aware of the supervision arrangements and appropriate standard of behaviour required.
- Supervision must take into account the degree of risk associated with the planned activities and the skills, knowledge and experience of all staff and their capacity to manage emergency situations.
- The relevant Head of School must ensure that when students are being transported in private vehicles the following safeguards are implemented:
  - obtain the written consent of the parent/caregiver for their child to travel in a privately owned vehicle
  - obtain details of insurance, registration and the roadworthy condition of the vehicle to be used by the parent/caregiver agreeing to transport students in privately owned vehicles.
- For all off-site activities and for activities conducted by an external provider, a registered teacher must be in attendance. The teacher should have the authority to make decisions that will be supported and implemented by all other off-site staff.
- The ratio of adults/students must be appropriate to the age and developmental levels of children and the types of activities planned.
- Students must not leave an off-site activity without the permission of the designated supervising adult in charge. This involves having knowledge of the itinerary of the students and appropriate supervision arrangements.
- For any off-site activities conducted by an external provider, variation to school routine activity the accompanying staff members must carry a record of students' significant medical conditions. Where the activity extends overnight, full information regarding any illness, allergies, etc., suffered by a student must be supplied by the parent/caregiver.



- The security of such information is paramount (refer to Privacy Act) with any breach immediately reported to the Principal (or delegate).
- For any off-site / activities conducted by an external provider/ variation to school routine activity, the accompanying staff members must ensure that a First Aid Kit and a mobile phone is taken.
- All relevant accident report forms must be completed in relation to any accidents occurring during an off-site/ activities conducted by an external provider/ variation to school routine activity.
- An emergency contingency plan should be developed by or under the direction of the Principal before embarking on an off-site/ activities conducted by an external provider/ variation to school routine activity. Suitable arrangements should be made to ensure that contact can be made expeditiously with the planned venue, parents, medical authorities or other personnel.
- For any new activity, a new risk assessment must be undertaken prior to Executive / Principal approval.
- Staff members should bring to the attention of the Principal, any request by event, excursion or activity organisers, to sign liability waivers.
- In cases where Southern Cross Grammar is asked by event or excursion organisers to seek liability waivers from parents/caregivers, Southern Cross Grammar must ensure that the consent forms have the statement below included and the parent/caregiver sign the consent form and that Southern Cross Grammar is not party to these waivers or indemnities.

## Waiver Forms

Students at Southern Cross Grammar will regularly participate in sporting competitions, excursions or activities which are run by external organisations and take place on premises owned by external organisations. These organisations often require the student or parent/caregiver to sign a document or abide by certain conditions as a condition of ticket purchase, whereby the student waives or releases any claim arising out of personal injury or damage of any kind suffered in participating in the event, including loss or damage caused by the negligence of the event organiser or event host.

Southern Cross Grammar wishes to ensure that students and parents/caregivers understand the effect of these waivers and releases so that they can make their own informed decision as to whether or not to allow each student to participate. Therefore, all consent forms for such events must include the following:

**‘An external organisation involved in an activity (such as an event organiser or event host) may require you or your child to sign a document as a condition of participation. Such documents often contain provisions (such as a waiver, release or indemnity provisions) that remove or limit rights which your child or you may otherwise have had relating to any personal injury, damage or loss of any kind suffered, whether arising from negligence or otherwise.**

**We strongly recommend that you read and consider any such document carefully and take advice on the effect of such documentation and any insurance you should consider obtaining.’**

### Instructions to Students

Students should:

- be informed of arrangements and expectations for the activity.
- be informed of the potential hazards and the precautions to be taken.
- be informed of where supervising teachers are located.
- be instructed to seek the help of a supervising teacher in situations which require it, including the need for first aid.
- clearly understand what constitutes safe activities. Unsafe activities should be brought to the attention of students.

### Risk Management

This is a summary of Southern Cross Grammar's Risk Management Policy.

- When evaluating the health and safety factors of any curriculum activity, the Principal, Head of School and/or teachers should apply the risk management process.
- The Principal, Head of School and/or teachers must consider workplace health and safety requirements that apply to a particular activity, in view of the potential risk of injury to themselves or students, and make an assessment of the risks involved.
- Teachers and/or leaders must apply the following components of the risk management process:
  - (a) identifying the hazards (possible sources of injury or disease);
  - (b) assessing the risk (likelihood of the hazard resulting in injury or disease);
  - (c) controlling the risk (determining what action to take to remove or reduce the risk); and
  - (d) reviewing and evaluating control (to ensure continued effectiveness).
- In situations assessed as high risk, the Principal, Head of School and/or teachers should document the factors considered when making their risk assessment. Such documentation must be kept on file at the school for legal and audit purposes.
- The risk-management process should be ongoing to ensure that risks are controlled, particularly when new staff, new venues, new equipment or new tasks are introduced.

This provides a safeguard for teachers and/or leaders should it be perceived later that their risk management was inappropriate. Provided they used the risk management process, they would be regarded as having made the decision of a "reasonable person", and therefore as having discharged their "duty of care".

It is important to note that the outsourcing of services does not absolve the School or its employees of the duty of care owed. This duty is non-delegable.