*Charles La Trobe P-12 College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all* ***Child Safety Standards as specified in Ministerial Order No. 870 (2015).***

Rationale

* Adequate supervision of children within the school environment is a requirement of the school’s duty of care.
* School authorities in breach of their duty of care may be liable for injuries to children.
* The College will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the College, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.
* In schools there must be clearly allocated specific responsibilities to staff members to undertake student supervision, as determined by the needs of the school, to protect children from reasonably foreseeable risks of injury including hazards that are known or could have reasonably been foreseen and prevented.
* Supervision extends to classrooms and other teaching and learning areas within the school.
* This duty extends to intervention in single sex areas by a teacher of the other gender, if required.

Purpose

* To ensure Charles La Trobe College satisfies its duty of care in supervising children.
* To ensure the safety of children whilst in the school grounds.
* To ensure the school complies with DET policy and guidelines.
* To ensure the College has strategies in place to support the Child Safe Standards 1 and 2.

Implementation

* The safety of every child is the highest priority for the College.
* The Principal will arrange for student supervision according to school needs and ensure the staff is aware of their responsibilities to supervise children during school times as well as before and after school.
* Areas coming under supervision will include the ovals, adventure playground (where applicable), areas between buildings, games areas (e.g. netball courts) and the school canteen as well as in classrooms.
* If circumstances warrant, the Principal will arrange for supervision of exit and entry points.
* Children will be supervised during recess and lunch.
* The Principal will ensure that school supervision is provided for a minimum of ten minutes before and after school.
* Parents/carers will be regularly informed about the supervision that is available before and after school.
* The Principal will ensure that sufficient teachers are available to supervise the departure of children at the end of the school day.
* The school will be alert to situations in which immediate and positive supervision may be required. If for example, a live power line came down outside the school, no emergency workers had arrived, and children were about to be dismissed to walk home, the school would not allow the children to walk out to that danger unsupervised.
* Staff members are expected to be on yard duty at the appointed times.
* Children leaving the school grounds for lunch will be discouraged.
* Children will be supervised at all times when outside the school grounds for example attending swimming classes, at sport or on excursions.
* It is essential that teachers supervising departures are not called away for other duties without alternate supervision being arranged.
* Through the school newsletter parents will be encouraged to avoid talking to teachers about their child’s progress and should arrange another time for this discussion.
* When a student departs from the College (following initial attendance) without authorisation, the parent/carer will be informed immediately.
* Where there is reasonable concern for the student’s safety or the safety of others, immediate contact will also be made with the police and the Department’s Emergency and Security Management Branch, telephone 9589 6266 (24 hours).
* Please refer also to the school’s *Duty of Care Policy, the School Hours Policy* and the *Communication Procedures & Schedule Policy.*

Evaluation

This policy will be reviewed as part of the school’s review cycle or if guidelines change (latest DET update late September 2013).

Ratification

This update was ratified by College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx](http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx)

**College Specific Procedures**

A roster system will be used to timetable staff members for yard supervision.

Yard supervision will include bus duty, before school, recess and lunch breaks and after school.

In determining whether supervision of students entering or exiting the College is adequate, the Principal or their nominee will consider a number of factors including:

* Which entry/exit points should be or are used by students;
* Whether any entry or exit points should be locked, designated as out of bounds or supervised;
* Road traffic conditions; and Designated pick up and drop off areas.

The supervision of the arrival and departure of any students on public transport is a matter for the discretion of the Principal who will consider whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

If staff are not on duty at the allocated duty time they will be legally responsible for any incidents involving students as they have not met their professional duty of care requirements.

If a staff member cannot perform their duty they must find a replacement or let the Assistant Principal know immediately so that adequate yard supervision can be maintained.

The designated yard duty areas are clearly marked on school maps.

Handovers will take place at designated points marled on the map.

Parents/carers are discouraged from sending their children to the College before the designated supervision or bus pick-up time in the morning. Parents/carers are encouraged to pick up their child by the end of the designated end of day supervision period. Parents will also be informed via the College’s newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

Parents/carers may require their child to leave the College grounds to:

* go home for lunch
* be dismissed early from College to attend an appointment

It important that the College has a process to authorize these requests and that accurate student records are maintained. Students must sign in an out at the Compass Kiosk if arriving late or leaving early.