

The Avenue School

Policy & Procedure Document

Policy number	4.7	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Student Welfare		

Title: Supervision of Students

Purpose

To provide guidance to The Avenue School teachers and staff in regard to supervision of students.

Policy

The Avenue School has a legal duty to take reasonable steps to protect students under the care of the school from risks of injury that should have been reasonably foreseen at all times.

This policy must be provided to the MDLC CEO who has a duty of care obligation to support the safety of students attending the MDLC premises as specified in the Shared Supervision Agreement. (Document 4.7 A1.)

Procedure

The Avenue School Principal will:

- Arrange for student supervision according to duty of care obligations.
- Undertake to protect students from reasonably foreseeable risks of injury including hazards that are known and could have been foreseen and prevented.
- Ensure teachers and/or other staff members are aware of their responsibilities to supervise or arrange for supervision of all students at all times whilst students are attending the school.
- Ensure staff members have appropriate skills and qualifications to perform a supervisory role.
- Ensure appropriate measures are in place to provide supervision to students in a shared facility.

Supervision responsibilities

Teachers and other supervising staff must:

- Adhere to duty of care responsibilities.
- Maintain healthy and safe procedures and practices.
- Clearly understand their duties and be aware of potential hazards.
- Provide safety instruction to students as appropriate.
- 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.
- Manage the behaviour of students.
- Ensure that students who leave the classroom for a mental health break or similar are supervised by a member of the support staff.
- Ensure supervision of students when visitors/guest speakers/volunteers are present in the classroom.

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- Notify the office if/when students have not returned from breaks on time and ensure the parent/guardians are informed if a student does not return to class after 15 minutes in accordance with the Student Attendance policy.

Supervision in Specific Circumstances

Areas for Supervision

Signage will be in place to advise adults who are not part of The Avenue School about areas of the building where access is prohibited. Students will be advised of “No-Go Zones”.

“No-Go Zones” may be accessed by teachers with students under specifically authorised arrangements. i.e. to use the Community Garden. Supervision in shared spaces must be attentive as per standards of off-site activities.

The Avenue School ONLY areas:

- Classrooms
- The youth yard – a staff member must be present any time students are present in this area.
- Student toilets – staff members need to be aware if students have not returned from toilet breaks in a timely manner.
- Sick bay/First Aid Room – a staff member must provide supervision of students whilst they are attending this room. Refer to the First Aid and Care Arrangements for Ill Students policies for further information.

Signage must be visible on classroom doors prohibiting entry to unauthorised people.

Shared Space areas within the building include:

- Reception and Foyer – reception staff must be aware of visitors and ensure they do not enter classrooms.
- Staff offices – students are advised not to enter staff defined spaces including offices – signage is in place.
- Kitchen – Teaching or support staff must provide supervision to students within the kitchen area.
- Community garden – at least one teacher or support staff member must be in attendance at all times.

At least one of two reception staff members must be present in spaces that are shared by students and members of the public. They must be active in monitoring and supervising students until they enter their classroom. Students traversing reception or the foyer to attend facilities within the building will be supervised by reception staff until they return to the classroom.

Break times (including lunch time)

A yard duty timetable is developed each year to assign staff members to supervise students during breaks.

Two staff members are assigned to yard duty supervision which is concentrated within the building and around the environs of the school. A third staff member will be assigned to monitor students visiting the Ferntree Gully Village area.

Staff designated to be on supervision duties during breaks will provide active supervision, monitor behaviour, be alert to potential safety issues, intervene if warranted and report any incidents or breaches of the Student Code of Conduct.

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Parents/guardians may provide, upon enrolment, signed consent that gives permission for students to leave the school premises during break times to attend shops or facilities in the Ferntree Gully Village precinct.

Students, for whom this permission has been given in writing, must sign the student register located at reception in each instance prior to leaving the school and again on their return.

Students who are granted this permission may have it revoked if they do not return to the school in time for classes, according to their timetable, or if their behaviour warrants the removal of the permission.

Off-site activities

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 will be located.
- Be instructed to seek the help of a supervising staff member in situations which require it, including the need for First Aid.
- Clearly understand what constitutes safe and unsafe activities.

Teachers and staff members will provide supervision of students in accordance with ratio requirements. Due to the potential risks associated with behaviour management issues, a ratio of 1 adult to 10 students is required for off-site activities.

A minimum of two staff members must be in attendance for all off-site activities and excursions in the event of an emergency that would require a staff member to assist an injured student or go for help.

Students engaged in high-risk activities such as canoeing, abseiling, go-carting, must be accompanied by a qualified instructor in the relevant field, with an adult/student ratio of no more than 1:6.

All off-site activities must be attended by at least one adult who holds a valid Level II First Aid Certificate.

The Avenue School must receive permission from a parent/guardian before the school will authorise a student to be dismissed during the hours of attendance.

Permission for early departure must be established prior to the student leaving the activity. If a student departs (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

For camps/overnight activities there must be at least one staff member of each sex where possible. Staff must adhere to adult to student ratios in accordance with the Off-site Activities and Excursions policy.

Supervision of Students During a Bushfire or Emergency Situation.

Risk management procedures must include consideration of staff to student ratios and the potential for additional staff to be in attendance when there is a risk of bushfire.

When bushfire risk is a consideration, the following supervision protocols apply:

- Staff must ensure all students remain together as a group at all times.

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- A minimum of two staff members must be in attendance, and/or ratio limits applied to ensure adequate supervision.
- A minimum of two staff members must hold minimum Level II First Aid Qualifications in order to assist injured students.
- One additional staff member must be in attendance if required to go for help.

Associated documents:

- Student Attendance Policy
- Supervision Map
- Shared Supervision Agreement
- Off-site Activities Policy
- First Aid Policy
- Care Arrangements for Ill Students Policy