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# JOHN MONASH

## SCIENCE SCHOOL

# Care, Safety and Welfare of Students: On-site Supervision of Student Policy and Procedures

## Rationale

*To ensure that a school has policies and procedures to provide students with a safe environment where the risk of harm is minimised and students feel physically and emotionally secure. There must be evidence in the form of policies and procedures with respect to on-site supervision of students.*

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<b>School Principal</b>	Peter Corkill
<i>Signature</i>	
<b>School Council President</b>	Steve Duggan
<i>Signature</i>	
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## Revision Record

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## 1. Rationale

To ensure that students at John Monash Science School are provided adequate and appropriate supervision which ensures they are safe and have opportunities to work and enjoy recreation in a well ordered environment which caters to the range of needs over different activities.

To ensure that John Monash Science School staff are aware and have a clear understanding of their duties relating to on-site supervision of students during school times as well as before and after school.

To ensure that John Monash Science School staff conduct themselves at all times consistently with these legal obligations and responsibilities.

Note: School authorities in breach of their duty of care may be held liable for injuries incurred by students.

To articulate and allocate specific responsibilities to staff members when undertaking student supervision, as determined by the needs of the school, to protect students from reasonably foreseeable risks of injury including hazards that:

- are known
- could have been foreseen and prevented.

## 2. Policy / Procedures / Protocols

### Supervision responsibilities before and after school

The Principal of John Monash Science School is responsible for ensuring:

- students arriving at school early are allowed access to the ground floor after 7:30am;
- passive school supervision by school staff is provided on the Ground Floor areas prior to 8am;
- staff supervision of all students throughout the recess and lunch breaks, and until 3:45pm at the pedestrian crossing nearest the school;
- passive school supervision by school staff is provided on the Ground Floor, Level 1 Middle Bridge and Level 2 Middle Bridge areas and House Areas for a maximum of 90 minutes after school finishes at 3:15pm
- parents/guardians are regularly informed about supervision available before and after school
- active school supervision of the School-Monash University crossing and Pick-Up / Drop-Off Area from 8:10 am to 8:40 am, and from 3:15pm until 3:45pm each day;
- teachers supervising are not called away for other duties without alternate supervision being arranged;
- teachers supervising wear fluorescent tops to allow easy identification;

### Opportunities for Private Study at JMSS

John Monash Science School provides both active and passive supervision of students undertaking private study on the learning bridges for students scheduled into a personal private study lesson during the scheduled times of the school day.

Students arriving at the school after 7:30am may use G02 as a space to undertake private study. Students must keep the room tidy and are only to access this room for the purpose of study. No inappropriate or boisterous behaviour will be tolerated in this room. Quiet conversations are permitted.

Students wishing to keep studying beyond 4:30pm on any day may also report to G02. They should sign in using the book provided, and sign out when they leave. All students must make arrangements to leave the school by 6pm or earlier if no supervision is available. Passive supervision will be provided by senior staff until 6pm wherever possible. Under no circumstances should any student allow someone who is neither a student nor staff member in the JMSS community into the building once the front doors are automatically locked at 5pm. They can ask a staff member who is still in the building at that time to assist.

## **Students Off-Site Without Supervision**

Year 12 students may leave JMSS during the day if:

- they have a Gold Pass, allowing them to leave the school premises during a study period only for the purpose of studying within the university. They must sign out and in again on return using the Compass Kiosk;
- They are attending a lecture or practical session within the university as part of an Extension course of study. Again they must sign out and in again on return using the Compass Kiosk.

Any student may leave JMSS during the day to attend a medical appointment or another parent-approved activity. If students seek to leave the School during lunch or recess, students must follow the early departures procedures and provide a written parent/guardian request to the Attendance Officer on Level 2 prior to signing out on the Compass Kiosk.

Parents will be informed and consent sought if students are required to leave the school without supervision during school hours, for example to attend university lectures. The coordinator or teacher in-charge of the activity or the event will decide on the level of supervision in consultation with a member of the Principal Team in situations where students are encouraged to undertake activities outside the school either individually or in small groups. e.g. Co-Curricular Program, Monash University Courses / Subjects.

## **Supervision in specific circumstances**

### **Recess and lunch times**

At John Monash Science School, students must be supervised by a teacher during recess and lunch. Whenever appropriate, the school will provide supervisors for students during school hours when they are engaged in educational, sport or other activities.

### **Swimming Pools**

The school will at all times provide a supervisor when using a swimming pool (Monash University, Private Business or Municipal Council).

### **Visiting Speakers/Instructors**

Visiting speakers do not have the authority to supervise students in schools. Teachers must supervise their students during a presentation from a guest speaker.

### **Parent/guardian support**

To assist John Monash Science School, parents/guardians are encouraged to:

- help their child plan the public transport routes to and from school prior to the start of the school year;
- educate their child in traffic safety;
- consider the nature of the roads used when walking, cycling or catching transport.

Parents should assist the school in maintaining accurate student records that set out the students' usual travel arrangements. If travel arrangements change, parents should notify the school office.

Parents should obey parking restrictions, speed limits and other traffic controls to help create a safe environment around the Monash University Campus car park and entry and exit points.

Parents should avoid talking to supervising teachers about their child's progress and should arrange another time for this discussion in order for the teacher to provide adequate supervision for students exiting the school at the end of the school day.

Parents are responsible for ensuring their children are able to leave JMSS safely by 6pm on every school day. The school cannot reasonably provide supervision beyond that time.

### 3. Implementation Plan (Staff Responsible / Relevant Timing etc )

#### Roles and Responsibilities

The Principal will

- Regularly communicate supervision obligations and responsibilities to all staff;
- Regularly communicate the supervision arrangements to parents;
- Determine the level of student supervision to be provided to students in all of the circumstances;
- Allocate specific responsibilities to staff members to provide the supervision that is required, including the use of a Yard Duty Supervisor (a Principal Class Officer or Leading Teacher) who will ensure all allocated staff on the roster for that day are in attendance at the appropriate times;
- Communicate the specific supervision responsibilities allocated to staff members;
- Regularly review the level of student supervision provided to students and make adjustments as and when deemed appropriate;
- Regularly review the supervision policy to ensure that it is consistent with the School Policy and Advisory Guide, and continues to meet the duty of care obligations and responsibilities for all students.

Teachers and other staff will:

- Comply with the lawful and reasonable directions of the Principal;
- Comply with all Department and school policies;
- Perform supervisory duties as required.

Parents, guardians and carers will:

- Make appropriate arrangements for the transport, care and supervise students travelling to and from school;

- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school;
- Comply with late arrival and early departure policies and other school based policies;
- Ensure that adequate and safe arrangements are put in place to enable students to leave JMSS by 6pm on any given school day.

## Procedures for Implementation

The Principal will communicate this policy to all staff using the following mechanisms:

1. The use of the JMSS Policies Portal - [jmss.it/policies](http://jmss.it/policies);
2. Links from the Staff Handbook - [jmss.it/handbook](http://jmss.it/handbook);
3. Inclusion in the New Staff Induction Program at the commencement of their tenure at the School;

School staff will be directed to familiarise themselves with all relevant sections of the School Policy and Advisory Guide.

This Policy will be included in the JMSS Policies Portal - [jmss.it/policies](http://jmss.it/policies).

## Related School Policies

This policy should be read and understood (but not limited to) in conjunction with the following school policies:

- [Excursion & Camps Policy](#)
- [Incursion Policy](#)
- [Bullying & Harassment Policy](#)
- [Mandatory Reporting Policy](#)
- [On-site Supervision Policy](#)
- [Acceptable Use of ICT Policy](#)
- [Students with Special Needs Policy](#)
- [New Staff Induction Policy](#)

## Links

School Policy & Advisory Guide (DET Online) - <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>:

- Duty of Care - <http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx>
- Supervision - <http://www.education.vic.gov.au/school/principals/spag/safety/pages/supervision.aspx>
- Student Collection - <http://www.education.vic.gov.au/school/principals/spag/safety/pages/studentcollection.aspx>
- Excursions – Staffing and Supervision - <http://www.education.vic.gov.au/school/principals/spag/safety/pages/staffing.aspx>

## Evaluation

This policy will be reviewed annually or more often if necessary due to changes in legislation, policy or local circumstances.