

## BUILDING SUPERVISION (DUTY OF CARE) POLICY AND PROCEDURE

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <b>Approving authority</b>  | School Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Purpose</b>              | This policy and procedure has been developed to comply with the Minimum standards of registration and ensures that Ozford College has proper arrangements for on-site supervision of students at 123 Lonsdale Street Campus.                                                                                                                                                                                                                                                                                                                 |
| <b>Responsible Officer</b>  | High School Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Associated documents</b> | Accident and Incident Reporting Policy and Procedure<br>Child Safety Policy and Procedure<br>Child Safe Risk Management Policy and Procedure<br>Human Resources Policy and Procedure<br>Mandatory Reporting Policy and Procedure<br>Responding to and Reporting Allegations of Suspected Child abuse Policy and Procedure<br>Student Support and Services Policy and Procedure<br>Visitors, Contractors and Consultants Policy and Procedure<br>Younger Students and Homestay Policy and Procedure<br>Record Management Policy and Procedure |

### 1. RATIONALE

Ozford College (the College) has a duty of care that includes that it:

- owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury
- owes a duty to take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
- owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation
- that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care

The College ensures that:

- it 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;
- the care, safety and welfare of all students attending the school is in accordance with any applicable State and Commonwealth laws; and
- that all staff employed at the school are advised of their obligations under those laws.

### 2. SCOPE

This policy and procedure applies to all Ozford College staff and contractors.

### 3. POLICY

3.1 At Ozford College, our duty of care towards our students is of utmost importance.

3.2 This policy and procedure outline the specific on-site arrangement and responsibilities staff members to undertake student supervision, to protect students from reasonably foreseeable risks of injury including hazard that:

- are known
- could have been foreseen and prevented.

3.3 For safety reasons, some building rules apply and some areas of the College campus

are considered out-of-bounds for staff and students.

- 3.4 The College hours of operation are from 8.30AM to 5PM Monday to Friday for the period of the School term except on public holidays.
- 3.5 Students are supervised from 8:30-8:45am (before class) and from 4:40-5pm (after class). Student may not access the Campus before or after these times. The Campus is locked at 5.30pm and no one can access the Campus after that time.

#### 4. PROCEDURE

- 4.1 All students and their parents/guardians and homestay hosts/carers are informed about the school's opening hours and the supervision available before and after school.
- 4.2 The Building premises have been designed to aid in supervision. At the 123 Lonsdale Campus, the students break out area is in front of the Reception area. The classrooms and facilities surround the area making the area visible to Reception and Teaching staff. All delivery is on the 10<sup>th</sup> Floor.
- 4.3 Any visitors must comply with the **Visitors, Contractors and Consultants Policy and Procedure**. If staff identify a visitor, who is not wearing a lanyard and accompanied by a staff member, the person(s) should be immediately taken to the Reception area.
- 4.4 All teachers are required to conduct building supervision duty on a roster of the semester. This involves patrolling the school building premises to ensure student safety and building security.
- 4.5 Staff rostered for a designated duty is required to be on time and vigilant with supervision in their area. If for any reason a member of staff is unable to do their duty, it is their responsibility to arrange a substitute/swap in advance or to notify the High School Coordinator.
- 4.6 Staff are to remain on duty until the oncoming staff member relieves them.
- 4.7 Staff on duty must be actively supervising students at all times. Staff should be continually moving around their area of supervision while monitoring student activities.
- 4.8 At the end of their duty, teachers on duty are to ensure that their area is free of rubbish.
- 4.9 It is expected that all staff members maintain informal, casual and visual surveillance of building areas within their view at all times and act on incidents that are unsafe with a view to preventing student injury.

#### Supervision responsibilities before and after school

- 4.10 This table identifies supervision responsibilities.

| Who                                | Are responsible for                                                                                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Family (Parents/guardians /carers) | The care and supervision of students: <ul style="list-style-type: none"> <li>travelling to and from College</li> <li>outside the times of College supervision before and after school hours.</li> </ul> |
| High School Coordinator            | <ul style="list-style-type: none"> <li>supervision of students during school hours</li> <li>ensuring teachers supervising are not called away for other</li> </ul>                                      |

| Who | Are responsible for                                 |
|-----|-----------------------------------------------------|
|     | duties without alternate supervision being arranged |

## Supervision in specific circumstances

4.11 This table lists supervision requirements/considerations for specific circumstances.

| Circumstance                  | Guidelines                                                                                                                                                                                                                                                           |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Before and after School       | Students are supervised before and after school while the Campus is open.                                                                                                                                                                                            |
| Recess and lunch times        | Students are supervised during recess and lunchtime. For younger students (students under the age of 18 years) who seek to leave school premises during lunch, procedures are in place to record the movements through a register.                                   |
| Outside school grounds        | Supervision for senior secondary students leaving the school during school hours to engage in educational, sport or other activities is based on the nature of the activities. The supervision includes during the activity and the travel to and from the activity. |
| Visiting Speakers/Instructors | Visiting speakers do not have the authority to supervise students in schools. Teachers will supervise their students during a presentation from a guest speaker.                                                                                                     |

## 5. FEEDBACK

Feedback or comments on this policy and procedure is welcomed by the listed responsible officer.