

## BUILDING SUPERVISION POLICY AND PROCEDURE

<b>Approving authority</b>	Executive Management Team
<b>Purpose</b>	This policy and procedure has been developed to ensure Ozford College has proper arrangements for on-site supervision of students.
<b>Responsible Officer</b>	High School Coordinator
<b>Associated documents</b>	<ul style="list-style-type: none"> <li>• Accident and Incident Reporting Policy and Procedures</li> <li>• Child Safety Policy and Procedures</li> <li>• Child Safe Risk Management Policy and Procedures</li> <li>• Younger Students Policy and Procedures</li> <li>• Mandatory Reporting Policy</li> <li>• Responding to and reporting allegations of suspected child abuse policy and procedures</li> <li>• Student Support &amp; Services Policy &amp; Procedures</li> <li>• Human Resources Policy</li> </ul>

### 1. RATIONALE

Under VRQA's Minimum Standards Guidelines, a registered school must ensure that:

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

Ozford seeks to ensure that:

- a. 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
- b. all staff are advised of their obligations under the relevant laws.

### 2. SCOPE

This policy and procedure applies to all Ozford College staff.

### 3. POLICY

At Ozford College, our duty of care towards our students is of utmost importance. The policy and procedures outlines 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.

For safety reason, some building rules apply. Some areas of the building are considered out-of-bounds.

### 4. PROCEDURES

All teachers are required to conduct a building supervision duty on a roster of the semester. This involves patrolling the school building, ensuring students safety and building security.

The following general procedures regarding building supervision should be noted:

- 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
- Staff are to remain on duty until the oncoming staff member relieves them.
- It is important for staff on duty to continually move around their area of supervision while monitoring student activities at all times.
- At the end of their duty, teachers on duty are to ensure that their area is free of rubbish.

- **Incidental supervision – it is expected that all staff members maintain informal, casual and visual surveillance of building areas within their view and act on incidents that are unsafe with a view to preventing student injury.**

**a. Supervision responsibilities before and after school**

This table identifies supervision responsibilities.

Who	Are responsible for
Parents/ guardians /care-givers	the care and supervision of students: <ul style="list-style-type: none"> <li>• travelling to and from school</li> <li>• outside the times of school supervision before and after school.</li> </ul>
High School Coordinator	ensuring: <ul style="list-style-type: none"> <li>• teachers supervising are not called away for other duties without alternate supervision being arranged</li> </ul>

**b. Supervision in specific circumstances**

This table lists supervision requirements/considerations for specific circumstances.

Circumstance	Guidelines
Recess and lunch times	Students are supervised during recess and lunchtime. For students who seek to leave school premises during lunch or recess, procedures are in place to monitor 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.
Swimming Pools	Students are supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).
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.
Science Lab classes	Students are supervised at all times while travelling to Holmesglen and back and during classes.
School Camp	Students are supervised by teachers and qualified camp staff at all times while at the school camp.

**c. Out of School Register**

All students who are under 18 years old must sign out and sign back in when they leave the school building during lunchbreak.

Date:	Name:	ID No:	Destination:	Sign out time:	Sign in time

**5. FEEDBACK**

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