

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

<b>Approving authority</b>	Executive Management Team	
<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.	
<b>Responsible Officer</b>	High School Coordinator	
<b>Associated documents</b>	Accident and Incident Reporting Policy and Procedures Child Safety Policy and Procedures Child Safe Risk Management Policy and Procedures Younger Students Policy and Procedures Mandatory Reporting Policy Responding to and reporting allegations of suspected child abuse policy and procedures Student Support & Services Policy & Procedures Human Resources Policy	

### 1. RATIONALE

Under the VRQA's Minimum Standards Guidelines, 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.

### 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 reasons, some building rules apply and 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 must be actively supervising students at all times. Staff should be continually moving around their area of supervision while monitoring student activities.
- ⌚ 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 younger students 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.
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).

Circumstance	Guidelines
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 external Science lab and back and during classes.
School Camp	Students are supervised by teachers and qualified camp staff at all times while at the school camp.

## 5. FEEDBACK

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