



Bacchus Marsh
Grammar

School Policy

Student Duty of Care

Supervision (General) Policy

(source: Complispace)

Approved by the School Principal 01 August 2019



Supervision (General) Policy

1 The Supervision Obligation

- 1.1.1 Bacchus Marsh Grammar and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. Refer to Student Duty of Care Summary for more detail.
- 1.1.2 The provision of adequate supervision is fundamental to ensuring that Bacchus Marsh Grammar meets its duty of care obligations.

2 Bacchus Marsh Grammar's Policy

- 2.1.1 Bacchus Marsh Grammar is committed to providing a safe environment for all our students when they are in the care of the school.
- 2.1.2 It is our policy that:
 - 2.1.2.1 Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:
 - their age, skill and experience;
 - any physical and/or intellectual impairments;
 - existing medical conditions;
 - known behavioural characteristics;
 - the nature of activities being undertaken and hazards
 - 2.1.2.2 Supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to First Aid Policy)
 - 2.1.2.3 Accidents and incidents are promptly dealt with through appropriate treatment and/or intervention
 - 2.1.2.4 Material accidents and incidents are recorded and corrective action implemented where required (refer to policies relating to reporting of safety hazards and capturing records of student injuries).

3 Guidelines with respect to supervision.

3.1 Classrooms

- 3.1.1 Teachers are responsible for the supervision of their students in their classrooms and in particular should be vigilant to ensure:
 - 3.1.1.1 Adequate age appropriate supervision having regard to the nature of the activities being undertaken;
 - 3.1.1.2 Proper use of any plant and equipment;
 - 3.1.1.3 Proper handling of any hazardous substances;
 - 3.1.1.4 Proper use of relevant protective equipment

3.2 Playground Supervision

- 3.2.1 Playgrounds are supervised by staff immediately, during recess and lunch. They are also supervised before school from 8.30 until 8.45am and in specified areas from 3.05pm until 4.15pm. Staff are approachable for students in their duty areas. Refer to our Supervision & Inspection – Playground policy.

3.3 Before & After School Supervision

- 3.3.1 Whilst the school is committed to ensuring student safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school.



- 3.3.2 Where school activities (such as sport or band practice) are arranged before or after school appropriate supervision will be provided for attending students depending on the time and location of the activity.
- 3.3.3 Minimal before and after school supervision times are: 8.00am until 8.45am and 3.15pm until 5.30pm. Students are not permitted to be on the school premises outside of these hours.
- 3.3.4 Any junior school aged student attending the school premises prior to 8.00am or after 4.30pm must be supervised by a parent / carer or alternatively, must be enrolled in the YMCA Before or After School Care Program or engaged in an organised school activity.
- 3.3.5 Parents are informed of supervision arrangements and are made aware that students who attend school during established minimal supervision times may not receive the care that is normal during the school day. No child should be on school premises outside of these hours (i.e. before 8.00am or after 5.30pm) unless they are enrolled in the YMCA Before or After School Care Program or engaged in an organised school activity..
- 3.3.6 The School accepts no liability for any students on the school premises outside the school day and minimal supervision times unless otherwise arranged (e.g. school camps, excursions, functions, scheduled class) and parents/carers allow their children to attend the school premises at their own risk.

4 Implementation

- 4.1.1 This policy is implemented through a combination of:
- Staff training;
 - Effective communication and incident notification procedures;
 - Effective record keeping procedures; and
 - Initiation of corrective actions where necessary.

5 Discipline for Breach of Policy

- 5.1.1 Where a staff member breaches this policy Bacchus Marsh Grammar may take disciplinary action, including in the case of serious breaches, summary dismissal.

6 Related Policies

School Rules and Regulations Policy

School Community Code of Conduct

Excursions Policy

Student Duty of Care (Summary)

Supervision & Inspection – Playground Policy

7 Authorisation

School Document No.		
School Document Name	Supervision (General) Policy	
Approval Authority	School Principal	
Approval Signature	Kevin Richardson Acting Principal Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	1 August 2019	Effective from 1 August 2019
Date of Next Review	1 August 2021	To be reviewed every two years

8 History

Date	Amendment
29 May 2019	1. Revised to reflect the supervision times