



Bacchus Marsh  
Grammar

# School Policy

## Student Duty of Care

## General Supervision Policy

(source: Complispace)

Approved by the School Principal 18 March 2022





## Supervision (General) Policy

### 1 Supervision Obligations

- 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 our 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 our 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 before and after school, during recess and lunch. Refer to our Playground Supervision and Inspection 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 3.20pm until 3.50pm. Students are not permitted to be on the school premises outside of these hours unless they are:
  - participating in a school event or activity
  - waiting for a school bus or
  - attending an Outside of School Hours Care Program

Any student not collected from school by 3.30pm must go directly to either Reception (both campuses) or the Gatehouse (Maddingley campus only).

- 3.3.4 Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not receive the care that is normal during the school day.
- 3.3.5 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/guardians 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
  - 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.

## 6 Related Policies

Excursions Policy  
 School Community Code of Conduct  
 Student Code of Conduct  
 Student Duty of Care (Summary)  
 Supervision & Inspection – Playground Policy

## 7 Authorisation

<b>School Document No.</b>		
<b>School Document Name</b>	<b>General Supervision Policy</b>	
<b>Approval Authority</b>	<b>School Principal</b>	
<b>Approval Signature</b>	Andrew Neal <b>Principal</b> <b>Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>18 March 2022</b>	
<b>Date of Next Review</b>	<b>18 March 2024</b>	To be reviewed every two years



## 8 History

Date	Amendment
29 May 2019	1. Revised to reflect the supervision times
18 March 2022	2. Reviewed and revised to reflect change in supervision times