



Bacchus Marsh  
Grammar

# School POLICY

## STUDENT DUTY OF CARE

### General Supervision Policy

Approved by the School Principal 13 May 2025

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for Girls and Boys  
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## General Supervision Policy

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## 1 Supervision Obligations

- 1.1.1 Bacchus Marsh Grammar (the School) and its staff 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.
- 1.1.2 The provision of adequate supervision is fundamental to ensuring that the School meets its duty of care obligations.

## 2 Scope

This policy applies to all staff, volunteers, and contractors at the School.

## 3 Bacchus Marsh Grammar's Policy

- 3.1.1 The School is committed to providing a safe environment for all our students when they are in the care of the School.
- 3.1.2 It is our policy that:
  - 3.1.2.1 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
  - 3.1.2.2 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 and Procedures)
  - 3.1.2.3 Accidents and incidents are promptly dealt with through appropriate treatment and/or intervention
  - 3.1.2.4 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).
  - 3.1.2.5 Rostered supervising staff must attend their allocated supervision at the specified times. If a staff member is unavailable during their allocated time, they must contact the appropriate Daily Organiser to arrange a replacement.

## 4 Supervision Procedures

### 4.1 Classrooms

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

### 4.2 Playground Supervision

- 4.2.1 Playgrounds are supervised by staff immediately before and after school, during recess and lunch. Refer to our Playground Supervision and Inspection Policy.

#### 4.3 Before & After School Supervision

- 4.3.1 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.
- 4.3.2 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.
- 4.3.3 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).

- 4.3.4 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.
- 4.3.5 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.

#### 4.4 Car Park Supervision

- 4.4.1 The School's car parks are supervised before and after school. In addition, they may be supervised during special School events that may occur during the school day.
- 4.4.2 All staff undertaking car park supervision must wear a high visibility vest and their Staff ID card.
- 4.4.3 Staff must actively supervise and limit as much as possible any other tasks or activities which may distract from their role e.g., not looking at their mobile device.
- 4.4.4 Staff should communicate effectively with drivers and pedestrians where required, promoting a culture of safety and respect within the School community. This may require staff to approach drivers who are failing to abide by the School's rules in the car park.
- 4.4.5 Staff must report any car park violations to the appropriate Head of Campus and submit an incident report if required.
- 4.4.6 Staff may be required to assist pedestrians in crossing safely and avoiding potential hazards.
- 4.4.7 Staff must follow any directions given from crossing supervisors.
- 4.4.8 Staff should provide a positive and helpful presence for parents, students, and visitors who may have questions or concerns related to parking.

### 5 Implementation

- 5.1.1 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.

### 6 Discipline for Breach of Policy

- 6.1.1 Where a staff member breaches this policy the School may take disciplinary action.

## 7 Related Policies

Excursions Policy  
School Community Code of Conduct  
Staff Code of Conduct  
Student Code of Conduct  
Student Duty of Care: Identifying Student Safety Hazards Policy and Procedures  
Student Duty of Care: Recording Student Incidents Policy and Procedures  
Supervision & Inspection – Playground Policy

## 8 Authorisation

<b>School Document Name</b>	<b>General Supervision Policy</b>	
<b>Approval Authority</b>	<b>Principal</b>	
<b>Approval Signature</b>	Andrew Neal <b>Acting Principal and CEO</b> <b>Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Greg Gough
<b>Approval Date</b>	<b>13 May 2025</b>	
<b>Date of Next Review</b>	<b>13 May 2028</b>	To be reviewed every three years

## 9 History

<b>Date</b>	<b>Amendment</b>
<b>29 May 2019</b>	1. Revised to reflect the supervision times
<b>18 March 2022</b>	2. Reviewed and revised to reflect change in supervision times
<b>13 May 2025</b>	3. Revised to include car park supervision