

Student Supervision Policy

Purpose:

To establish the understanding that the school owes all students a duty of care to take reasonable measure to protect them from reasonably foreseeable risks of injury and harm, and that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.

To establish the responsibilities of staff in relation to student supervision.

Scope: Mentors

Implemented by: Mentors & Principal

Approved by: PIVS Board

Communicated Via: PIVS Website, Policy Folder, Staff Handbook, Parent Handbook.

Reviewed: Every three years, as legislative changes arise, or improvements are identified through internal review.

At Phillip Island Village School, we believe that every student has the right to experience a safe and secure school environment.

All staff members at PIVS have a duty of care for the students attending the school or participating in on-line and off-site activities and must take reasonable measures to protect them from risks of injury and harm that should have been reasonably foreseen. The school recognises that greater measures may need to be taken for younger students and students with disabilities.

Excursions, incursions and camps are seen as an integral part of the school's curriculum and on a regular basis, students participate in excursions, camps and other activities external to the school where the same duty of care is extended.

This policy outlines implementation guidelines to inform staff about how to satisfy that duty of care in all these settings.

On-Site Supervision Guidelines

- One or more Mentor(s) will be outside and alert to outdoor activities before and after school during published operating hours, and during break times.
- A staff member qualified in first aid will always be available during school hours.
- School rules, and boundaries are communicated and agreed to at a Whole School Parliament.
- During class-time, when students have completed their tasks, they are free to be outdoors but within the boundaries defined for them.
- Mentors will maintain visual contact with students as they move between classes at the school.
- Students are not allowed to leave the school during school start and finish times unless in the care of a parent / carer / guardian.
- Mentors are to assess online learning activities, program and environments to ensure they maintain student safety.
- Mentors will be aware of visitors to school grounds and provide appropriate supervision of visitors engaged in child-related or child-connected work.

On-Site Supervision responsibilities include:

- Encourage students to keep the school grounds tidy.
- Apply first aid to minor injuries and call for the designated First Aid Officer for more serious injuries.
- Remind students of school rules and boundaries agreed to at the Whole School Parliament.
- Remind students of how to move in a safe manner in areas where collisions are more likely to occur.
- Apply the Behaviour Management Policy when appropriate.
- Advise the School Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Understand and implement any identified risk mitigation strategies as communicated by the Principal.
- Ensure all students wait inside the school grounds until they are picked-up at the end of the day.
- Ensure all students who walk home, leave the school grounds in a safe manner.
- Apply the Student Code of Conduct when appropriate.
- Apply the Digital Technologies Policy and Code of Conduct when appropriate.
- Staff must take care to notice, take action and/or notify the School Principal of any circumstances in relation to the state of buildings or grounds, including things done or omitted to be done to the premises, that may cause injury or harm to any student.
- Direct all visitors, volunteers and contractors to sign-in on the Visitors Log on arrival.

Off-Site Supervision Guidelines

Level of Care

The level of care for an off-site excursion, camp, or class varies depending on the following criteria:

- Type of activity
- Age of the child
- Venue
- Conditions
- Ability of students

The higher the risk, the higher the level of care required. Greater measures may need to be taken for younger students or students with disabilities to discharge the school's duty of care.

Excursions, Activities and Classes Run by a Third Party

From time-to-time Phillip Island Village School will engage the services of external providers to either run, or assist in the running of excursions, activities, and classes. These external providers may also provide venues and equipment for the activity.

Where an external provider is engaged to conduct, or assist in the running of excursions, or other activities, the duty of care ultimately remains with the school and cannot be delegated to a third party. The engagement of an external provider, no matter what her or his level of expertise, does not release the school from its obligation to ensure the safety of its students who participate in the excursion or activity, including from the risk of abuse.

Consent

Consent should be received from a parent before a child is allowed to participate in an excursion, camp or other off-site activity. Before parents can give permission, they must be made aware of all details of the activity including:

- The venue or location
- An outline of the activities, particularly any hazardous activity or those requiring specialist instruction
- The number of supervisors and whether any of them will be volunteers/parents or third party providers
- The itinerary and transport arrangements

For all excursions a completed parent consent email must be obtained.

Planning

Prior planning is an important component of a successful and safe activity or excursion.

For advance notice excursions, incursions and camps a full itinerary should be prepared and authorised by the School Principal. This itinerary should include the following details:

- The excursion venue and address
- Outline of activities
- Date of the excursion
- Time of departure and return to school
- Method of transport (eg. school bus and/or staff or parent vehicle)
- How supervision requirements will be met
- consent form

Based on the above information, the Principal will advise if the activity falls into High or Extreme level of risk, and if so mentors will be required to conduct a risk or safety assessment using the Camps and Excursions Risk Assessment form. Mentors must also identify any factors which heighten the risk of danger from bushfire, for each location and the travel involved for each excursion prior to finalising the itinerary. This assessment needs to be reviewed by the School Principal and will form part of the authorisation for the excursion to proceed.

Prior to students attending the excursion, activity or camp, Mentors are responsible for ensuring:

- All consent emails are returned to the school
- The mentor's mobile phone is charged and taken on the excursion or camp
- A designated First Aid Kit is taken on the excursion or camp
- Student's emergency contact details and medical management plans are taken on the excursion or camp

Risk of Bushfire

When planning an off-site activity, Mentors must consider the potential for bushfire in the activity location and any factors which may heighten the risk of danger from bushfire. This will include but is not limited to:

- Natural features of the environment in which the activity is being held
- Transport access
- Time of year
- Weather – prior to and during the excursion
- Fire danger ratings
- Access to emergency warnings, and
- Mobile phone coverage.

An Excursion and Camp Risk Assessment must be completed by the Mentor who is organising the off-site activity and is approved by the Principal prior to the day of the excursion.

Insurance

The School Principal is responsible for ensuring the school has adequate insurance cover for the proposed off-site activity.

External Instructors

For many excursions, external instructors are required to either assist the teacher in charge or to run the course themselves.

The school will ensure that the instructor has the appropriate qualifications, experience, police clearance, insurance coverage and permits required and hold details of these at the school prior to the excursion. All third-party providers must provide a current Working with Children Clearance in line with the school's Working with Children Policy.

In the case of external education providers of classes for senior secondary students, the Principal is responsible for ensuring that the institution has appropriate policies and procedures in place to ensure the safety of a PIVS student while they are at their location, and that the individual providing the instruction meets the criteria for the PIVS Working with Children Policy.

Use of Private Vehicles

When students require transport to participate in school activities, the school's duty of care extends to ensuring that all private vehicles used by parents and teachers on behalf of the school on school excursions adhere to the following guidelines:

- The driver must hold a full and valid driver's licence
- The vehicle registration must be current
- The number of students transported in each vehicle should not exceed the number of seatbelts fitted to transport students
- Vehicle drivers will be made aware that the school does not accept liability for any damage to the vehicle while it is used to transport students on school business
- Wherever practicable, a school bus will be used as the primary mode of transport of students.

Parent Involvement

Parental involvement on excursions is generally encouraged as it can greatly assist with the running of the activities. It is important that Mentors make sure all parents participating in excursions are aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care and that they are to pass any discipline problems to the Mentors or School Principals on the excursion.

All parents and volunteers attending school camps must provide a current Working with Children Clearance in line with the school's Working with Children Policy.

Supervision during camps, excursions or activities will not be delegated to parents or volunteers.

Managing Behaviour

At PIVS the school's adult community is encouraged to be responsible for the welfare of all students in its care. Before the start of any excursion, it is important that Mentors outline to all students, assisting adults and parents the behaviour that is expected during the excursion emphasising the need for safety standards.

All discipline and matters of general conduct should be left to the Mentors and/or School Principal.

Related Documentation

Behaviour Management Pathway

Guiding Principles

Emergency Management Plan

Student Enrolment Agreement

Camps and Excursions Risk Management Assessment Form

Related Policies

- Behaviour Management Policy
- Bullying and Harassment Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Occupational Health and Safety Policy
- Duty of Care Policy
- Working with Children Check Policy
- Bus Driver Policy