Policy title: SUPERVISION OF STUDENTS ON SCHOOL SITES – PRESCHOOL TO SECONDARY COLLEGE POLICY
Published: August 2015
Identifier: SOSS201508
Legislation: Education Act 2004 (ACT)
Education and Care Services National Law and Regulations 2011

1. POLICY STATEMENT

1.1 The Education and Training Directorate (the Directorate) recognises the legal duty of care required for students while attending school and school-related activities.

1.2 Principals will assess and make appropriate arrangements in the circumstances to meet duty of care requirements for supervision of students on school sites. This includes the need to assess and address known hazards and foreseeable hazards against which preventative measures can be taken.

1.3 A legal duty of care arises wherever a student/teacher relationship exists. However duty of care responsibilities rest with all school staff depending on their roles and responsibilities.

1.4 The Directorate supports, through related Directorate policies, an environment in ACT public schools where students can feel safe and can learn effectively.

1.5 Principals will inform students and parents about arrangements for supervision.

2. RATIONALE

2.1 Students are required to attend school under compulsory attendance requirements if not otherwise exempt from school attendance. In addition younger children may attend preschool and older students may continue secondary schooling beyond compulsory attendance.

2.2 This policy and associated procedures provide guidance for schools to implement appropriate supervision arrangements, outside the classroom learning context, including before school and at the end of the school day.

2.3 Internal Guidelines for principals and school staff further support this policy.

3. DEFINITIONS

Duty of care - the duty of care is a duty to take reasonable measures to protect students against risks of injury which could reasonably have been foreseen. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury which could reasonably have been foreseen.

Parent(s) - includes all people who have parental responsibility for a child and includes legal guardians.

School Site is inclusive of school buildings, school grounds identified as belonging to the school, and adjacent lands when used for school activities.

Student means a person who is enrolled in an ACT public school or related institution established under section 20 of the Education Act 2004 (ACT).
4. LEGISLATION

4.1 Education Act 2004

The Education Act 2004 provides for compulsory enrolment and attendance at school for children aged six years until the child is 17 years old or completes year 12 of secondary schooling. To support the principle that every child has a right to a high-quality education a number of general principles are set out including that all students should be encouraged to complete their secondary education. These principles also include that the partnership between the home, community and educational providers should be recognised and that school communities should be given information about the operation of their schools.

4.2 Education and Care Services Law and National Regulations 2011

These set standards that include preschools. Requirements include minimum ratios of children to educators to provide adequate supervision and arrangements for children being delivered to, leaving and being collected from preschool.

4.3 Work Health and Safety Act 2011

The Work Health and Safety Act 2011 provides a framework to secure the health and safety of workers and other persons in the workplace.

5. PROCEDURES

5.1 SUPERVISION ARRANGEMENTS

5.1.1 Principals are responsible for making and administering arrangements for adequate supervision of students on and immediately adjacent to, the school site where circumstances and safety considerations require this. Teachers are responsible for carrying out their assigned supervisory duties in such a way those students are, as far as can reasonably be expected, protected from harm.

5.1.2 The arrangements for supervision will vary according to the circumstances in each school and will include:

- the proper and adequate oversight of playgrounds and buildings during the period immediately preceding the commencement of the first formal lesson (usually between 20 to 30 minutes), during the movement of students between lessons and during daily recess and lunch periods.
- In some circumstances after school supervision may also be required such as where there are school sponsored activities or where there are pedestrian crossings in busy streets or students departing by bus.
- principals will determine supervision arrangements in accordance with specific school conditions. This may include actual teacher presence in the playground and/or building areas or teacher observation of students from a point in the school which provides ready access to those students.
- a teacher presence in the playground and/or other student assembly points where there are younger students and students with disabilities and wherever circumstances exist that pose foreseeable risks for students.
- arrangements for preschool children to be given directly into the care of preschool staff and collected at the conclusion of the preschool session by a parent or properly authorised person.

Arrangements may differ in colleges given the age and maturity of students and the different structure of the college day.
5.2 INFORMING STUDENTS AND PARENTS

5.2.1 Parents should be regularly informed of supervision arrangements through normal school communication channels which may include school newsletters and school website information.

5.2.2 Principals should ensure that students understand the supervisory arrangements in place throughout the school day.

5.2.3 Students should be informed of where supervising teachers are on duty and should be instructed to seek the help of supervisory teachers on duty.

5.2.4 Students should be instructed on what constitutes unsafe activities.

5.2.5 Students should be informed where to locate first aid assistance.

5.3 SAFETY CONSIDERATIONS

5.3.1 In deciding on the extent and nature of supervision required, principals should give regard to the following factors which will affect student safety:
   - the age, level of maturity, ability, number of students, and the nature and characteristics of the students
   - the physical condition of the buildings, playground area, playground equipment, and special hazards such as building works or motor vehicle traffic including parents collecting children from school
   - the nature of the activities undertaken by students including sporting and recreational activities
   - student assembly points where climatic conditions necessitate protection from the elements
   - timing and arrangements for the arrival and departure of buses, and student bus assembly points
   - school car parks.

5.3.2 In some instances consideration may need to be given to student safety and arrangements for after school supervision where:
   - students depart by bus
   - there are pedestrian crossings in busy streets
   - there are school sponsored activities in progress after the normal cessation of lessons.

5.4 SPECIAL CONSIDERATIONS

5.4.1 Due care should also be taken of students who are:
   - enrolled in another school, attend for special lessons or activities
   - are billeted
   - students with special needs including those who are enrolled in mainstream classes
   - students with particular medical conditions.

5.5 PARENT RESPONSIBILITIES

5.5.1 Parents are expected to be responsible for the care and supervision of students:
   - travelling to and from school
   - outside the times of school supervision before and after school
   - before and directly after the commencement and conclusion of a preschool session.
5.5.2 Parents must deliver preschool children directly to a staff member at the time lessons commence and collect preschool children directly from a staff member when the preschool session concludes. Where preschool children are to be delivered or collected by another person, this person must be authorised in writing by the parent.

5.5.3 Parents are expected to provide written permission for students to leave school during the school day.

5.5.4 Students are expected to depart school safely and in a timely manner at the end of the school day.

5.6 COMPLAINTS

5.6.1 Where there are concerns regarding this policy or the application of this procedure or the procedure itself, people should:

- contact the school principal in the first instance
- contact the Directorate’s Liaison Unit on (02) 6205 5429 or use the online Education and Training Contact Form available on the Contact Us page of the Directorate’s website at http://www.det.act.gov.au/contact_us.

6. POLICY OWNER

Director, Governance and Assurance.

7. RELATED POLICIES

- Bullying, Harassment and Violence, Countering in ACT Public Schools
- Dress Standards and Colour Codes in Public Schools
- First Aid
- Providing Safe Schools P-12
- Sexual Harassment, Countering, in ACT public Schools
- Student Accidents/Incidents- Responding to
- Suspension, Exclusion or Transfer of Students in ACT Public Schools
- Teachers Code of Professional Practice