

# LS Supervision of Learners Policy

## Policy

The purpose of this policy is to ensure Living School satisfies our duty of care in supervising students.

## Summary

- The conductor or his/her delegate must ensure:
  - appropriate arrangements are in place for student supervision before, during and after school hours
  - staff members are aware of their specific responsibilities relating to student supervision
  - parents/carers are regularly informed about supervision available before and after school
- Parents/carers are responsible for the care and supervision of students travelling to and from school, unless the students are travelling on the school bus.

## Details

The Conductor must:

- Arrange for student supervision according to school needs.
- Ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

When making supervision arrangements schools must consider reasonably foreseeable risks of injury including hazards that:

- Are known.
- Could have been foreseen and prevented.

## Supervision responsibilities during school hours

The following lists supervision requirements/considerations for specific circumstances during school hours.

### On Time to Lessons

All teachers must be on time to learning activities. If there is an unforeseen reason for lateness, staff are responsible for notifying the Office and/or arranging cover. If a teacher observes learners not supervised, it is the staff member's Duty of Care to ensure those children are managed appropriately until a staff member attends.

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### **During Lessons**

All children must be supervised during all learning activities – with consideration of maturity differences. No children should be in an area that has no direct sight lines. It is the responsibility of all teachers to be actively over-seeing all learning activities.

### **Breaks and lunch times**

No learners are to be released from lessons unsupervised. If a teacher wishes children to have an 'early release' from structured learning activities, that teacher must supervise the children until the teacher on duty arrives.

Students must be supervised during breaks and lunch. For students who seek to leave school premises during lunch or breaks:

- A written parent/carer requests/authorisation for students under 18 and from Year 9 and above.
- A teacher **or approved staff member** must supervise any child who leaves the building within school hours, and the teacher responsible must inform the Office if there is a need to supervise a student/s leaving the premises.

### **Swimming pools**

Students must always be supervised while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).

### **Visiting speakers/instructors**

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools. Parents working in an area of support must have a current WWCC, and have attended our Parents as Partners course.

### **Supervision responsibilities before and after school**

The Conductor or his/her delegate must ensure:

- School supervision is provided for a minimum of 30 minutes before and after school.
- Parents/carers are regularly informed about supervision available before and after school.
- Sufficient teachers are available to supervise the departure of students at the end of the school day.
- Teachers supervising departures are not called away for other duties without alternate supervision being arranged.

More supervision may be required:

- Before or after school, based on local circumstances.
- For primary students, particularly our younger students.

## Parent responsibilities and roles in supporting student supervision arrangements

Parents and carers are responsible for the care and supervision of students:

- Travelling to and from school.
- Outside the times of school supervision before and after school.

## Strategies to encourage parent or carer support for supervision

Schools can consider using a number of strategies to encourage parents/carers to support the supervision of students before and after school.

To assist schools to:

- Support student safety when travelling to and from school — parents/carers can be encouraged to consider:
  - whether their child is old and experienced enough to use public transport
  - how they can help educate their child in traffic safety
  - whether their child will need to cross busy roads to walk or catch transport
- Maintain student rolls - setting out students' usual travel arrangements — parents/carers can be encouraged to
  - always let the school know when students' usual travel arrangements are to change, even temporarily
- Maintain preferred or mandatory points of exit for students at the end of the day — parents/carers can be encouraged to:
  - use these exits
  - make sure that students are familiar with these exits and use them
- Apply traffic controls at the beginning and end of the school day, parents/carers can be encouraged to:
  - obey parking regulations, speed limits and other traffic controls to:
    - help to create a safe environment at exits to schools
    - show respect to neighbours who live close to the school
- Provide adequate supervision for students entering or exiting the school at the beginning and end of the school day — parents/carers can be encouraged to:
  - avoid talking to teachers who are supervising entry or exits or school buses about their child's progress. Parents/carers should arrange another time for this discussion.

## EXCURSIONS

To ensure appropriate and effective levels of supervision, the risk assessment should take into account:

- The experience, qualifications and skills of staff (including volunteers, instructors, etc).
- The age, maturity, physical characteristics and gender of students.
- The ability and experience of the students.
- The size of the group.
- The nature and location of the excursion.
- The activities to be undertaken.

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- Known or anticipated weather conditions.
- Requirements outlined in the information for specific adventure activities.
- Emergency response planning.
- Any other relevant factors.

### Minimum supervision requirements

Living School provides staff-student ratios with additional staff or volunteers to ensure student and staff safety.

Living School takes into account the likelihood of circumstances where a staff member may be unable to actively supervise a group (e.g. staff illness, staff needing to support a particular student because of illness, behaviour etc.), and the time it will take for a replacement staff member to arrive at the excursion destination.

Except where otherwise indicated, all excursions and camps must have a minimum of two staff members.

- **Local excursions**  
Regular class teacher-student ratios with an additional accompanying staff member (as required)
- **Day excursions**  
1 to 20 staff-student ratio with a minimum of 2 staff
- **Overnight base camps**  
1 to 10 staff-student ratio with a minimum of 2 staff
- **Overnight study camps**  
1 to 15 staff-student ratio with a minimum of 2 staff
- **Interstate travel**  
1 to 10 staff-student ratio with a minimum of 2 staff
- **Overseas travel**  
1 to 10 staff-student ratio with a minimum of 2 staff
- **Adventure activities**  
Specific ratios for each activity will be considered as part of the risk assessment.

An excursion must:

- Be under the direct control of a teacher employed by Living School or the school council at all times, with at least one other excursion staff member present.
- Have enough teachers employed by Living School to maintain appropriate control of the excursion and of each activity and to provide for the safety and wellbeing of participating students and staff.
- Have teachers comprising at least half of the excursion staff.

### How to apply the ratios

A minimum of two staff must accompany students on all excursions.

For example:

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- If a day excursion includes 16 students, there would need to be a minimum of 2 staff members accompanying the group
- If planning a day excursion for 60 students, there would need to be a minimum of 3 staff members accompanying the group. This meets both the 1:20 staff-student ratio and the requirement that a minimum of two staff accompany students on all excursions

The need for further staff should be identified through appropriate risk management planning.

### **Mixed gender groups**

For overnight stays for mixed gender groups the excursion must include staff of at least one person of each sex.

### **Exceptions to minimum supervision requirements**

#### **Excursions in the local area**

For small group excursions in the local area, a teacher must be responsible for the excursion. However, with the approval of the Conductor, a small group can be supervised by one or more excursion staff employed by Living School who are not teachers (for example, education support class officers such as integration aides and teacher assistants).

#### **Day excursions for senior secondary students**

Living School may consider less than the minimum supervision ratios for senior secondary students attending local or day excursions, only when student safety will not be compromised. Consideration should be given to the age, number and individual needs of the students as well as any relevant factors relating to attending staff.

#### **Unsupervised excursions**

For unsupervised excursions, the excursion must:

- Be approved by the Conductor only:
  - in a small number of instances
  - for secondary-aged students
  - for activities involving small groups of students
- And the teacher responsible for the activity must maintain a formal record of:
  - a description of the activity, including locations
  - the names and ages of students involved
  - the time of leaving and returning to school

The teacher responsible for the activity must ensure that students have appropriate methods of communication in the event of an emergency.

#### **Transport to and from excursions**

Living School may have less than the minimum supervision ratios when transporting students to and from the excursion venue.

Consideration should be given to:

- Distance travelled.
- Type of transportation.
- The age, number and individual needs of the students.

The decision to alter the supervision ratios for transportation to and from the venue should be documented in the risk assessment and controls enacted accordingly.