

PORT MACQUARIE STEINER SCHOOL

4.8 STUDENT SUPERVISION POLICY

Drafted date: 15 th March 2018	By: Melodie Ayriss	Approved by Board date: 27 th March 2018
Reviewed date: 20 th March 2018	By: Ruth Gallagher	Next review due date: March 2019
Associated policies:	4.2 PMQSS Child Protection Policy 9.5 PMQSS Staff Code of Conduct 2.3 PMQSS Student Wellbeing and Pastoral Care Policy 2.4 PMQSS Excursions Policy 4.5 PMQSS Critical Incidences and Emergencies Policy	
Associated Laws:	<i>Children and Young Persons (Care and Protection) Act 1998</i> <i>Commission for Children and Young People Act 1998</i> <i>Education Act 1990</i> <i>Health Records and Information Privacy Act 2002</i> <i>Ombudsman Amendment (Child Protection and Community Services) Act 1998</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Child Protection (Working with Children) Act 2012</i>	

INTENTION

To provide a clear overview of the policies and procedures the School has in place with regards to the supervision of students.

INTRODUCTION

The safety and welfare of all students is of fundamental importance to the School whether the students are undertaking on-site or off-site activities. We are committed to providing a learning and teaching environment where children are safe from harm and supported to learn and grow through adequate supervision. This safe and supportive environment applies to the whole being - social, academic, physical and emotional aspects of a person.

POLICY

This policy will be implemented in a manner that is appropriate to the School, its students and the School community and with regard to the relevant legislative requirements that apply to the School and the students within our care.

1. On-Site Activities

Appropriate measures are taken by School staff to ensure that all students are adequately cared for and supervised whilst on School grounds, taking into account the type of activities and age of students undertaking them.

Given our small student numbers, supervision is undertaken at all times throughout the school day by the Class Teacher and casual Administration Officer. At this stage, the School has no provision for after school care.

2. Off-Site Activities and Excursions

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Excursions organised by the School will have adequate supervision, bearing in mind the type of activity being undertaken, age and ability of the students involved. The School will ensure that supervising teachers:

- a) have been selected because they have appropriate skills and expertise;
- b) have selected the excursion themselves or have been extensively briefed on the nature of the excursion;
- c) have been consulted about and involved in the preparation of the risk assessment and risk management plan for the excursion;
- d) have been trained in relation to all relevant elements of the risk assessment and management plan; and
- e) understand their role and obligations regarding supervision, emergency procedures and First Aid

All excursions must leave from the School except at the discretion of the Head Teacher (or their nominee). Without specific parental permission, all excursions must return to the School and not be dismissed from the venue.

2.1 Volunteers

The School will consider whether parents and guardians or other volunteers should assist in off-site activities and excursions. It is important to note that, because of the non-delegable nature of the duty of care (and work health and safety obligations), the School will ensure that there are sufficient teachers to properly administer the off-site activity or excursion and sufficient teachers and responsible volunteers to supervise the students.

If volunteers are to assist, the School will ensure that:

- a) they are appropriately briefed in relation to their responsibilities, safety and behaviour requirements;
- b) supervisory roles and responsibilities are clearly allocated and understood by all involved;
- c) parents and guardians are notified when volunteers (including other parents or guardians) are to be assisting in excursions.

Volunteers must be directed to complete a Working with Children check which will then be verified by the Administration Officer prior to undertaking any volunteer role with the School.

For further information regarding excursions, please refer to PMQSS Excursions Policy.

PROCEDURE(S)

On-Site Activities

1. Teacher supervision commences at 8:50am in the School grounds. Parents and

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guardians are required to stay with their child until this time.

2. Teaching staff are on duty around the School grounds during the designated recess and lunch periods. Any identified issues during this period are to be reported to the on duty teacher or the Administration Officer in their absence.
3. At pick-up time, children will only be released to a parent, guardian or a person authorised by the parent or guardian through written notification. If the delegated person is unfamiliar to our staff, proper identification (Driver's license or other photo identification) will be requested.
4. Parents and guardians who are unable to arrive on time to pick up their child from School are required to notify the School and give an estimated time of arrival. In an effort to allow our teachers and staff to make their own appointments and family obligations on time, they are unable to remain on School grounds for anything less than an emergency.

Off-Site Activities and Excursions

1. Potential hazards and risks that may arise during each stage of the excursion are to be identified on the Risk Assessment Management Plan (RAMP) by the Class Teacher and measures put in place to eliminate or minimise these risks.
2. Each excursion RAMP must be discussed with and approved by the Head Teacher (or their nominee). This must also be communicated to all staff and other adults attending the excursion and copies taken with the supervising teacher/s.
3. A copy of the authorised RAMP and permission note for excursions must be given to the Administrator for filing.
4. Staff numbers for supervision must be sufficient to ensure the safety of students traveling to and from excursions and during the excursion. When determining the teacher to student ratio, the Class Teacher must consider the age of the students, their maturity level, location of the excursion, anticipated behaviour and the nature of the activities to be undertaken. The Class Teacher must record this information on the RAMP.
5. Parents and guardians attending an off-site activity or excursion are to present their Working With Children check to the Class Teacher prior to attending.
6. WWC checks must be verified by the Administration Officer prior to the excursion taking place.
7. Mobile phone contact should be maintained at all times between supervisors.

RESOURCES

Risk Assessment and Management Plan – under development

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REVIEW

This policy will be reviewed annually.