



## **SUPERVISION & DUTY OF CARE POLICY**

### **Rationale:**

Teachers and other staff at the College have a responsibility to take reasonable steps to protect students from risks of injury, including those that may be encountered within the online learning environment. Teachers must understand their Duty of Care responsibilities and other school-based policies, such as the Student Engagement Policy and Acceptable Use Agreements.

Teachers are required to supervise all learning environments: the school grounds, the classroom and excursions; online spaces are also considered a learning environment. Therefore, as part of that duty, teachers are required to adequately supervise students who are working in these spaces. This duty also requires protection from risks that could arise (those that the teacher should reasonably have foreseen) and against which preventive measures could be taken.

### **Objectives:**

- Ensure a safe and supportive learning community for all
- Ensure staff are aware that they have a “duty of care” for the duration of time that they are working for the College (even during designated non-contact time)
- Ensure staff are aware that they must actively supervise all students who are directly under their care during class time, excursions, incursions and yard duty.

### **Implementation:**

- Parents are informed that the hours of supervision for our college are 8:50am until 3:35pm.
- Every student has the right to feel safe and staff have the responsibility to create safe and supportive learning environments.
- Legally, staff members are always “on duty” and are required to respond immediately if they become aware of a situation that may result in the harm of a member of the College community.
- Staff have the responsibility to intervene when they are informed about, or see for themselves, situations where a student or students are victimised.
- Staff model and promote respectful relationships with all members of the College community.
- Students learn what bullying is and their responsibilities to stop bullying situations.
- Students are explicitly taught how to stay safe in online environments and what to do if they experience something that they know to be outside the bounds of acceptable use.
- Every student signs an “acceptable use agreement” when they enrol at the College and they are aware of the consequences for breaking this agreement.
- Teachers set up the learning environment, so they are able to view students' screens. The sites that students use must go through the College filter to ensure that

they are safe. Online learning environments are mediated by staff and unacceptable use is followed up according to the DET Student Engagement Guidelines.

- Personal mobile phones and other personal devices that are able to take phone calls, send text messages, record audio and visual footage are not permitted to be present in the learning environment. Students are to keep these items in their lockers or hand them in at the College office for safe keeping.
- The College class roles are legal documents and staff make sure that they are kept up to date, so as a College we know where each individual student is at any time during the day.
- Leadership Team members should be alerted immediately if a student is missing from class without an explanation.
- If staff observe students leaving the College grounds without their parents'/guardians' consent, they should inform a member of the leadership team who will contact the young person's parents and may contact the police if required.
- Staff must make sure that they are on time to their designated yard duty and follow up any behaviour that is obviously unsafe or contrary to the College rules and guidelines. Staff must also take their mobile phones, so they are able to quickly access assistance if they require it.
- It is the responsibility of all staff to ensure students leave the buildings during recess and lunch breaks unless otherwise negotiated. Students should only ever be inside the learning environments under the direction of a teacher and in their line of sight.
- If staff become aware that members of the outside community plan to visit the College without invitation, they are to inform a member of the Leadership Team immediately. These events may warrant liaison with other schools, contact with police and a lock-down of the College.
- If staff witness a situation involving violence or high levels of aggression, they are to immediately call for assistance. All available staff are to provide support, however they are not to put themselves in direct danger of being hurt. Students involved in physical altercations are to be separated as quickly as possible and taken to separate areas of the College. Leadership Team members will then decide the course of action to take to ensure the safety of all members of the College community.
- When on excursions, teachers will ensure that they follow the "CESC Excursion & Incursion Compass Events Procedure". They will conduct a risk assessment of the excursion with students, discuss appropriate behaviour and create a behaviour contract to ensure that students, parents and staff all understand the expectations during the excursion.
- Under no circumstances should a staff member be in a situation where they are alone with a student and outside the line of sight of their peers.
- Education Support staff should always work within the line of sight of a VIT registered teacher.

### **Evaluation**

The effectiveness of this policy will be reviewed as part of the college's four year review cycle.

### **References**

DET Student Engagement Guidelines

CESC Excursions & Incursions Compass Events Procedure

CESC Acceptable Use Agreement (ICT)