



Student Duty of Care

General Supervision Policy and Procedures

Policy Introduction

We are committed to meeting our Student Duty of Care obligations.

Purpose

This Policy describes CESL's arrangements for supervising children and young persons, having due regard to the degree of care needed for their protection.

St Mary's School, Echuca and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect children and young persons from risks of harm that reasonably ought to be foreseen. Refer to Student Duty of Care: the Legal Principle for more detail.

The provision of adequate supervision is fundamental to ensuring that St Mary's School, Echuca meets its duty of care obligations.

Scope

This Policy applies to all staff, volunteers and contractors at the school.

Roles and Responsibilities

All staff must follow the guidance set out in this Policy.

Policy Statement

St Mary's School, Echuca is committed to providing a safe environment for all our children and young persons when they are in the care of the school.

It is our policy that:

- supervision is provided to children and young persons having consideration to the degree of care needed for the protection of children and young persons and having regard to:
 - their age, skills and experience
 - any physical and/or intellectual impairments
 - existing medical conditions
 - known behavioural characteristics
 - the nature of activities being undertaken and the related hazards
- supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to our First Aid Policy and Procedures)
- accidents and incidents are promptly dealt with through appropriate treatment and/or intervention
- material accidents and incidents are recorded, and corrective action implemented where required (refer to policies relating to reporting of safety hazards and capturing records of children and young person injuries).

St Mary's School, Echuca has developed the following guidelines with respect to supervision.

Procedures

Classrooms

Teachers are responsible for the supervision of their children and young peoples in their classrooms and in particular should be vigilant to ensure:

- adequate age-appropriate supervision having regard to the nature of the activities being undertaken
- proper use of any plant and equipment
- proper handling of any hazardous substances

- proper use of relevant protective equipment

Playground Supervision

Playgrounds are supervised by staff immediately before and after school, during recess and lunch. Refer to our Playground Supervision and Inspection Policy and Procedures.

Before and After School Supervision

While the School is committed to ensuring children and young people safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school.

As a general rule, the school provides limited supervision for **approximately 10 mins** before and after school.

Students are supervised by an adult when in the school yard.

Where School activities (such as sport or band practice) are arranged before or after school appropriate supervision will be provided for attending children and young peoples depending on the time and location of the activity.

Parents are informed of supervision arrangements and are made aware that children and young peoples who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

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 using non-school transport
- outside the times of school supervision before and after school.

Implementation

This Policy is implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures

- initiation of corrective actions where necessary.

Breach

Where a staff member breaches this Policy, St Mary's School, Echuca may take disciplinary action.

Policy Administration

This policy is scheduled for review 3 yearly or more frequently where appropriate. All policies have been reviewed and approved by the relevant Executive Leadership Team member.

Reviewed date: 2025