

# ACTIVE SUPERVISION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

## PURPOSE

To ensure school staff understand their active supervision responsibilities.

## SCOPE

This policy applies to all teaching and non-teaching staff at Ascot Vale Heights School, including education support staff, casual relief teachers and visiting teachers.

## POLICY

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision to students at specific dates, times and places.

- A roster system will be used to timetable staff members for active supervision.
- The active supervision roster will require staff members to undertake active yard supervision before school, for half of recess or half of lunchtime.
- The active supervision roster will require a minimum of three staff members on duty at any one time, each responsible for supervising a designated area of the school.

### Before and after school

Ascot Vale Heights School's grounds are supervised by school staff from 8.50am until 3.10pm. Outside of these hours, school staff will not be available to supervise students.

Parents are discouraged from sending their children to school before this time unattended. At times, there are special circumstances where students arrive before 8:50am. These arrangements will be negotiated with the Principal.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/ carer make alternate arrangements. Parents will also be informed via the newsletter that staff members will not be rostered to undertake supervision after 3:10pm each day. Parents are required to make sure that their children have been collected by this time. At times, there are special

circumstances where students have not been picked up by 3:10pm. These arrangements will be negotiated with the Principal.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carer
- attempt to contact the emergency contacts
- contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

### Active supervision responsibilities

- Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving staff member.
- Active supervision staff members will be provided with a fluorescent vest. One staff member will be responsible for collecting the EpiPen and the Asthma Kit from the School Operations Managers office.
- In addition, Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- Casual Relief Teachers will be responsible for the active supervision responsibilities of staff members they are replacing.
- Staff members who are aware that they cannot fulfil their active supervision obligations due to appointments or excursions are required to either make a swap with another staff member, or discuss the matter with the coordinating teacher.
- Staff are required to adhere to our Sunsmart Policy. Staff need to supply their own hat. Sunblock will be available.
- Staff on active supervision must approach intruders or unknown people in the yard.

### During active supervision duty, supervising school staff must:

- methodically move around the designated zones – upper playground, lower playground, and toilet block/BBQ area.
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into two consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising staff member is unable to conduct yard duty at the designated time, they should contact the office with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising staff member needs to leave yard duty during the allocated time, they should contact the office – using the communication device (walkie/talkie) but should not leave the designated area until the relieving staff member has arrived in the designated area.

If the relieving staff member does not arrive for yard duty, the staff member currently on duty should communicate with office using the communication device (walkie/talkie) and not leave the designated area until a relieving staff member has arrived.

Students will be encouraged to speak to the supervising active supervision duty staff member if they require assistance during recess or lunchtime.

### Classroom

The classroom teacher is responsible for the supervision of all students in their care during class. Refer to the Duty of Care Policy.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the office/Principal or Assistant Principals for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

### School activities, camps and excursions

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

### Digital devices and virtual classroom

Ascot Vale Heights School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

Ascot Vale Heights School will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in specific classrooms.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by the classroom teacher and absences reported to Tanya Nash (Office Administrator)
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on active supervision duty, in the classroom or during school activities.

### Workplace learning programs

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

#### Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision. In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

### COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- **Included as a reference in our school newsletter each term**
- **Made available in hard copy from school administration upon request**
- Information for parents and students on supervision before and after school is sent at the beginning of each term in our school newsletter.

### FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	12/08/2021
Approved by	Principal
Next scheduled review date	This policy will also be updated if significant changes are made to school grounds that require a revision of active supervision duty and supervision arrangements.