



Supervision and Duty of Care Policy and Procedures

1. Objectives

1.1 To ensure that Victoria University Secondary College staff have an adequate awareness and understanding of their non-delegable duty of care obligations and responsibilities to our students and members of the school community who visit and use the school premises.

1.2 To ensure that Victoria University Secondary College staff conduct themselves at all times consistently with these legal obligations and responsibilities.

1.3 To ensure that families within the school community who host international students on behalf of the college understand their duty of care obligations and responsibilities to provide adequate supervision to these students.

1.4 To ensure school staff understand their supervision and yard duty responsibilities.

2. Policy

2.1 'Duty of Care' is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to school property and grounds. This duty includes the duty to provide an adequate system of supervision. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

2.2 The duty is non-delegable, meaning that it cannot be assigned to another party.

2.3 Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

2.4 Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises. School staff, parents/carers and students are encouraged to speak to the Principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

2.5 The duty is not to prevent injury in all circumstances – it is a duty to take reasonable steps to prevent injury which is known or foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors:

- The probability that the harm would occur if care were not taken
- The likely seriousness of the harm
- The burden of taking precautions to avoid the risk of harm
- The social utility of the activity that creates the risk of harm.

2.6 The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the relationship between staff and student extends to the individual circumstances, whether the risk was known or foreseeable, and whether there were any reasonable steps that could be taken to prevent the injury from occurring.



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3. Supervision Policy

3.1 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.

3.2 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, on school excursions and camps and other school activities.

3.3 Adequate supervision of students in the school yard is also a requirement of the college's duty of care.

3.4 The college will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff.

3.5 Teachers and other 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

3.6 The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the college, and staff are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

3.7 It is essential that parents/guardians are kept informed as to when supervision of students is available before and after school, and that outside these times, supervision and/or the collection of students is the responsibility of parents/guardians. This information should be clearly provided to parents/guardians on a regular basis.

3.8 Parents/guardians may require their child to leave the school grounds to be dismissed early from school to attend an appointment. The college has a process to authorise these requests and accurate student records are maintained.

3.9 A roster system will be used to timetable staff members for yard supervision. Yard supervision will include before school, first 25 minutes of lunch, second 25 minutes of lunch, recess and after school.

4. Before School & After School

4.1 Students must be supervised for a minimum of 10 minutes before and after school. This supervision may include some or all of the following:

- Monitoring of entry or exit points and/or designated pick up and drop off areas
- Supervision of the arrival and departure of school buses
- Yard supervision
- Classroom supervision.

4.2 The supervision of the arrival and departure of the school buses is a matter for the discretion of the Principal who will consider the following:

- the number of students alighting from and boarding the bus at the school;
- the age of students alighting from or boarding the bus;
- the times of the arrival and departure of the bus/es;
- the location of the pick-up and drop-off points in relation to the other areas of the school;



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- whether supervision is required to protect students on the bus, or from unruly student behaviour when boarding or alighting from the bus.

4.3 At Victoria University Secondary College, supervision at the beginning of the school day will commence 25 minutes before the first class. Supervision at the end of the school day will be provided until 2.30pm on Wednesdays and 3.30pm on all other days. Sufficient staff will be allocated by the Daily Organiser to supervise students during these periods at each campus in nominated yard duty areas.

4.4 The college will inform parents/guardians via the school's newsletter the times when staff members will be rostered to undertake yard supervision before and after school each day.

4.5 If a parent, guardian and carer (or other authorised person) drops off or otherwise arranges for a student to be on the school premises before supervision commences at the beginning of the day, the Principal will, as soon as practicable, follow up with the parent, guardian and carer to

- advise of the supervision arrangements before school, and
- request that the parent, guardian or carer make alternate arrangements.

4.6 If a parent, guardian or carer (or other authorised person) has failed to collect the student after school, the next steps may include some or all of the following:

- Attempting to contact the parents, guardians or carers
- Attempting to contact the emergency contacts
- Contacting Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

4.7 Students remaining in the school yard awaiting collection after 3.30pm will be directed to the office.

5. Classroom

5.1 The classroom teacher has ultimate responsibility for the supervision of all students in their care. This duty cannot be delegated to external education providers, parents or trainee teachers.

In addition, no student should be left unsupervised outside the classroom as a withdrawal consequence for misbehaviour. Withdrawal from the classroom is only to occur in accordance with the school's Student Wellbeing and Engagement policy.

5.2 Teachers should not leave the classroom for any reason. If assistance is required, teachers should use the 'Helping Hand' system and send a reliable student to the office for assistance.

6. Recess and lunch times

6.1 The Principal is responsible for ensuring that students are adequately supervised during recess and lunch. This will usually involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated in the roster.

6.2 The Daily Organiser is responsible for preparing and communicating the yard duty roster on a weekly basis. Designated yard duty areas are published in each campus staff room and on staff's individual timetables on Compass.

6.3 Each yard duty will be for 25 minutes. There will be two allocations of 25 minute yard duties at lunch time (L1 and L2) to ensure supervision of the full lunch period.

6.4 Teachers who rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced a relieving teacher, whichever is applicable. During yard duty, supervising



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teachers should be guided by the following:

- If the designated area is large in size, teachers are expected to methodically move around the area rather than remain static in the one position. This increases the ability to appropriately monitor student activity.
- Be alert and vigilant
- Intervene if potentially dangerous behaviour is observed in the yard
- Enforce behaviour standards and implement logical consequences for breaches of safety rules
- Ensure that students who require first aid assistance receive it as soon as practicable.

6.5 If the supervising teacher is unable to conduct yard duty at the designated time, he or she should contact the Daily Organiser to ensure that alternative arrangements are made.

6.6 If the supervising teacher needs to leave yard duty during the allocated time, he or she should contact the office, but should not leave the designated area until the relieving teacher has arrived in the designated area.

6.7 If a relieving teacher does not arrive for yard duty, the teacher currently on duty should send a message to the office, but not leave the designated area until a relieving teacher has arrived in the designated area.

6.8 The Business Manager may allocate Education Support staff to supervise students as an additional support for teaching staff.

7. Procedures for Yard Duty

7.1 Staff should use their nominated area as a focus for their duty. Start from this point but move around the area, including toilets. Staff should be at their area as soon as the bell goes and remain at their duty area until relieved or until the music is playing for return to class.

7.2 Staff on yard duty are expected to:

- Maintain orderly behaviour in the yard.
- Stop any inappropriate or unlawful activity.
- Make sure students do not litter the yard.
- Ask any "outsider" to report to the general office or leave the grounds (if having difficulty seek assistance).
- Take appropriate action with students not complying with rules.

7.3 Teachers assigned to the sports grounds will monitor student entry to the area. Students are expected to be involved in playing sport or using the area for passive recreation in accordance with Yard Rules (see below).

7.4 Staff on yard duty must have a mobile phone with them for emergencies and have an understanding of first aid procedures including anaphylaxis management.

8. Yard Rules for Students

Staff on yard duty are expected to reinforce the following yard rules for all students:

- No offensive language or behaviour.
- Follow teacher instructions at all times.
- No physical abuse of property or people.



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- No smoking or vaping.
- No mobile phones or headphones/earphones are to be used (exemptions to headphones/earphones apply for Year 12 studies only).
- Students to remain within college boundaries.
- Full college uniform to be worn at all times.

9. Yard Duty Zones

The designated yard duty areas for the Junior and Senior Campuses are attached to this policy.

10. Late arrival or early departure

10.1 The Principal will ensure that the school has a procedure in place for the safe collection and drop off of students at school during school hours (eg late arrival or an early departure). This will include a record of the date and time, the reason for the late arrival or early departure, and the person who has authorised the late arrival or early departure.

10.2 In relation to early departure from school, the procedure will also include:

- Students will be only permitted to leave the school premises under the supervision of a parent or another person authorised by parents to collect the student
- If the person collecting the student is unknown to school staff, school staff will request photo identification to verify the person's identity.

10.3 Students must be signed out of the college if departing prior to dismissal time. A record of early departures is to be kept on Compass and entered for all students departing the college early. Details will include the student's name, home group, the time of departure and the name of the person collecting the student. Students can only be collected by a responsible person 16 years and over.

10.4 No parents/guardians are permitted to take students directly from the classroom.

10.5 Students in Year 12 may be allowed to go home on their own prior to normal dismissal time at the discretion of the Principal or their delegate.

11. Unauthorised student departure from college

11.1 Students must not leave the school grounds during recess or lunch time unless accompanied by a parent/guardian with authorisation from the college. When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

11.2 Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the Police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24 hour service).

12. External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our Visitors in School Policy, Camps Policy and Excursions Policy include information on the safety and care of our students when engaged with external providers. Our school also takes reasonable steps to ensure student safety when they are engaging in off-site



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workplace learning programs with external providers, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning. Our school will follow all applicable Department policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount. The Department's guidelines in relation to Workplace Learning are available in the [Structured Workplace Learning](#) policy on the Policy and Advisory Library.

13. Use of information and communication technologies

13.1 Teachers and other staff of VUSC also have a responsibility to reasonably supervise the use of information and communication technologies, and the use of online learning environments at school. In doing so, teachers and other staff should be guided by the following:

- Relevant Departmental policies (eg. [Cybersafety and Responsible Use of Technologies Policy](#))
- Relevant school policies (eg. Digital Learning Policy, Student Computer and Mobile Phone Use Agreement).

13.2 It is important to note that:

- It is not reasonable or practicable for a teacher or principal to inspect every website that will be accessed by a student. The nature of the Internet means that there can be no guarantee against inappropriate content or changing circumstances in website content.
- It is not reasonable or practicable for a teacher or principal to supervise an online learning environment 24 hours a day.

13.3 The principal and teachers are expected to respond to an online incident that impacts on students at the school as soon as they have knowledge of its occurrence. Refer to the Digital Learning Policy for more information.

14. Incursions

14.1 Teachers must continue to supervise their students even whilst a visitor, speaker or instructor is presenting to the class.

14.2 Visitors, speakers and instructors must not be responsible for supervising students on the school premises.

15. Excursions and Camps

15.1 The Principal must ensure that students participating in excursions and camps are appropriately supervised. Supervision can be provided by teachers, education support officers, trainee teachers, volunteers, campsite staff and specialist instructors.

15.2 The Excursions Policy provides minimum requirements for staff-student ratios. However, Principals should determine the appropriate and effective level of supervision for each individual excursion or camp, taking into account the following:

- The experience, qualifications and skills of staff
- The age, maturity, physical characteristics and gender of the students
- The size of the group



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- The nature and location of the excursion / camp
- The activities to be undertaken.

15.3 Most excursions and camps must:

- be under the direct control of a teacher with at least one other excursion staff member present
- have enough teachers to maintain appropriate control of the excursion and each activity
- have teachers comprising at least half of the excursion staff.

15.4 Any person (who is not a teacher) who supervises students on an excursion or camp must have a current Working with Children check.

15.5 Prior to the commencement of the excursion or camp, the Principal must ensure that the specific roles and responsibilities of each supervisor are clarified and understood by all supervisors and students. The supervision of students on a camp or excursion will include the following:

- Obtaining electronic parent consent and medical information on Compass for each student who is participating in the excursion or camp.
- Regularly marking off the attendance of students – this may include at the beginning of the excursion, on the transport, and at each location and activity
- Ensuring that the venue, transport and activities conducted adhere to Department guidelines.
- Monitoring student behaviour, enforcing behaviour standards, and implementing logical consequences for a failure to comply with the behaviour and safety standards
- Ensure that students who require first aid assistance receive it as soon as practicable
- Ensure that risk management plans and emergency management plans are implemented as necessary.

16. Roles and Responsibilities

16.1 The Principal will:

- Regularly communicate the duty of care and supervision obligations and responsibilities to all staff
- Regularly communicate the supervision arrangements to parents via the newsletter
- Determine the level of student supervision to be provided to students in all of the circumstances
- Allocate specific responsibilities to staff members to provide the supervision that is required
- Communicate the specific supervision responsibilities allocated to staff members
- Regularly review the level of student supervision provided to students and make adjustments as and when deemed appropriate
- Regularly review this policy to ensure that it is consistent with Department guidelines, and continues to meet the duty of care obligations and responsibilities for all students.

16.2 Teachers and other staff will:

- Comply with the lawful and reasonable directions of the Principal
- Comply with all Department and school policies
- Perform supervisory duties as required.

16.3 Parents, guardians and carers will:

- Make appropriate arrangements for the transport, care and supervision of their child/ren when travelling to and from school
- Make appropriate arrangements for the care and supervision of their child/ren outside the times of



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- supervision before and after school
- Comply with late arrival and early departure policies and other school based policies.

17. Communication

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

- Provided to staff at induction and included in staff handbook
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website
- Included in transition and enrolment packs
- Made available in hard copy from school administration upon request.

18. Policy Review

This policy will be reviewed every three years as part of the school review cycle or as required by changes in school circumstances, government legislation or policy.