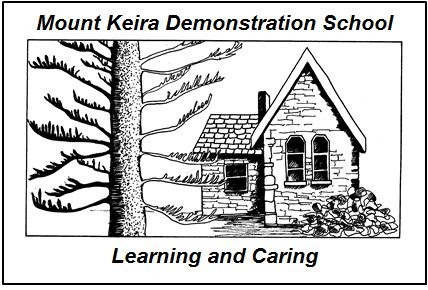
MOUNT KEIRA DEMONSTRATION SCHOOL

Care and Supervision Plan



**Rationale**

It is crucial that every school and staff member actively provides for the protection, welfare and safety of students. Ensuring the protection, welfare and safety of each student helps create the foundation for an effective learning environment.

At Mount Keira Demonstration School, the care and supervision of very student is the first and most important priority of each staff member. All school activities are conducted on the premise that the school provides a caring, safe, supportive and educationally stimulating environment so that every student learns to his/her potential. It is expected that all staff, whether permanent, casual or temporary, will actively and professionally contribute to achieving this premise.

At Mount Keira Demonstration School, all students, staff, parents/carers and visitors have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Mount Keira Demonstration School promotes, expects and maintains a high standard of behaviour in the classroom, in the playground, in and around the school grounds and at all school activities, both within and outside the school premises. The school fosters positive and respectful relationships between all members of the Mount Keira Demonstration School community.

**Principles**

The terms of settlement between the NSW Department of Education and Communities (DEC) and the NSW Teacher’s Federation on the Care and Supervision of Students recognises:

* The duty of care owed by the DEC through its staff to students.
* The principal and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open.
* Parents/carers, students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students in travelling to and from schools. The principal and teachers have an educative role to assist in providing for the welfare and safety of students in travelling to and from school.
* The commitment of teachers and the DEC in providing a safe learning environment for students.
* The goodwill of teachers in providing a range of extra-curricular activities for students
* The need for supervision arrangements to have regard for the wide range of responsibilities of teachers including timetabled class time, preparation, professional development and administrative tasks.

**Definitions and Background Information**

**Duty of Care**

The duty of care to students owed by the DEC and its teachers arises directly from the special relationship between teachers and students.

Duty of care is the duty to take reasonable measures to protect students against risk of injury that could reasonably have been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all circumstances that are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could reasonably have been foreseen. The duty of care also includes the prevention of a student injuring other students, staff or members of the public and protecting students in their care from sexual, physical and emotional abuse and/or neglect and from improper conduct of a sexual nature by staff.

This duty of care is to be exercised by teachers during school hours, and before or after school hours when students are in the school’s care and the school has assumed responsibility for, and supervision of, students. Duty of care to students also applied during all activities and functions that have been arranged by the school where students are in the care of the school and teachers.

This duty of care will rise whenever a teacher/student relationship exists. In the instance of playground supervision, the following apply regarding this duty of care:

* A teacher is to take such measures as are reasonable in the circumstances to protect students under the teacher’s care from risk of harm that the teacher could reasonably have foreseen. This requires not only protection from known hazards but also protection from those that could foreseeably rise and against which preventative measures could have been taken.
* A higher standard of care is required for younger students and those with disabilities. Generally speaking, the less experienced the student, the higher the standard of care is expected to be exercised.
* A teacher’s duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties, eg, If a teacher walks through the school grounds and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

**School Day**

At Mount Keira Demonstration School, work hours are from 8:45am until 3:15pm, although staff may be required to attend meetings for one half hour before and one hour after these times. These times are in accordance with the DEC’s guidelines regarding work hours for staff in schools.

**Active Supervision**

Active supervision is the professional expectation of being mobile and visible within the designated area of supervision, whether it is a classroom, library, playground area, playground equipment, excursion etc.

Active supervision requires one to be alert to identified students (behaviour, medical, disability) and danger or high-risk zones (toilets, out-of-bounds, concrete surfaces, ramps, slopes, poles, messy and wet surfaces).

Active supervision requires a practical understanding of the importance of conveying and reinforcing a consistent message to students through the implementation of the Mount Keira Demonstration School Student Welfare and Discipline Policy and the Mount Keira Demonstration School Anti-bullying Plan.

**Responsibility of the Principal**

The responsibility of the Principal is to ensure that a care and supervision plan is in place for all students in the school and that all members of the school community are aware of this plan and of their responsibilities.

The Principal is responsible for determining and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

**Responsibilities of Teachers and Members of Staff, including Non-teaching Staff** (School Administrative Manager (SAM), School Administrative Officer (SAO), School Learning Support Officer (SLSO), and General Assistant (GA))

As a legal, moral and ethical condition of their employment, teachers and staff must provide effective supervision of students at all times during the teaching and learning process; in the classroom, in the playground, in and around the school grounds and at all school activities, both within and outside the school premises. The SAM, SAO, SLSOs and GA have designates roles within the school that relate to their specific duty of care responsibilities.

**Responsibilities of Students**

Students have a responsibility to do their best at all times, participating fully in their learning and all school activities and programs. They have a responsibility to:

* Obey the school and classroom rules.
* Be polite and respectful at all times.
* Play safely and fairly in the designated areas
* Not deliberately injure other students.
* Use play equipment safely.
* Look after school property.

**Care and Supervision Plan**

In meeting the duty of care, the principal is responsible for determining arrangements for the effective supervision of students.

**Supervision Instructions and Designated Playground Areas**

When students are in the playground they are under the supervision of the Playground Duty Roster, including Wet Weather Roster, and must display it prominently in their classrooms. Copies are also displayed in the school office and staffroom. While on playground duty, teachers are to exercise their duty of care and engage in active supervision.

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| --- | --- |
| 8:45 – 9:15am | Before School: One teacher |
| 11:15 – 11:25am | Lunch: Eating Time: One Teacher |
| 11:25 – 11:55am | Lunch: Playing Time: Two Teachers |
| 1:30 – 1:40pm | Recess: Eating Time: One Teacher |
| 1:40 – 2:05pm | Recess: Playing Time: Two Teachers |
| 3:15pm | Home Time  All students to be escorted to the front gate by their classroom teacher. |

Teachers will be assigned either a top or bottom playground to supervise. The top playground consists of the quiet area, COLA, toilets, top of amphitheatre and footpath alongside the top building. The bottom playground duty consists of the grassed area, basketball court and playground equipment.

In wet weather, the Wet Weather roster states the staff, location and times for teachers to perform their duty. While on wet weather duty, teachers are to exercise their duty of care and engage in active supervision.

**Before School**

* Direct supervision will commence at 8:45am in the playground.
* Prior to 8:45am, students who are on the school premises are not required to be supervised by teachers and enter the school grounds at their parents/carers risk.
* During rain, students will be supervised in their classroom by their classroom teacher.

**Lunch and Recess**

Eating time

* Students will eat in the quiet area, along the footpath in front of top building and on the amphitheatre steps. Class teachers will escort their class to their eating area.

Playing Time

* Teachers on playing duty will dismiss the students and monitor the placement of rubbish in bins.
* Teachers will provide supervision in their designated area of top or bottom playground.
* Sporting toys may be borrowed from the Sports shed, organised by the Student Sports Leaders.

End of Playtime

* Teachers on duty will oversee the return of playground equipment and the tidiness of the playground.
* All children will line up outside their classrooms until their classroom teacher arrives. The playground duty teachers will supervise the lining up.

**Toilet Supervision**

* Students are encouraged to use the toilets before school and during the two playing sessions, thereby avoiding the need to use the bathroom during class time.
* During class time and eating time, any student needing to use the toilet must ask permission from the teacher. The teacher must organise for another student of the same gender to accompany the student for Early Stage 1 and Stage 1 students.
* During playtime the teacher assigned to top playground duty will monitor the toilets. At the end of the play session, this teacher will ensure there are no students in the bathrooms.

**After School**

* Students are dismissed from their classrooms at 3:15pm.
* Students are not permitted to leave the school grounds or sporting venues before normal school finishing time unless signed out at the office by a parent/carer.
* All students are escorted to the school gate by their classroom teacher.
* Students attending After-school Care will remain in the quiet area, under the supervision of the Principal until the After-school Care bus arrives.
* Any child/ren not collected by their parents/carers are taken to the administration area where they will be supervised until collected. The administration staff/principal/teacher will contact parents/carers who are late collecting their child/ren. The emergency contacts will be contacted if the main carers do not respond.
* Students should not remain in the school playground following school unless under parental/carer supervision. The school does not take responsibility for accidents or incidents on school grounds after 3:15pm.

**Road Safety**

* Parents/carers are asked to collect their child/ren from the school side of Mount Keira Demonstration School. Students are not to cross Mount Keira road to enter or exit a car.
* Parents/carers are requested to turn at the Rural Fire Station further up Mount Keira Road. Crossing the double lines in front of the school to perform a u-turn is illegal and jeopardises the safety of others.
* Parents/carers are requested to observe the 40km speed limit during school drop-off and pick-up times.

**General**

* Students should not be in classrooms before or after school, recess or lunch unless directly supervised by a teacher.
* Students on the premises after 3:15pm must be under direct parental/carer supervision.
* Due to the school’s location, Mount Keira Demonstration School does not have a Ride to School Policy.

**Special Events**

All special events outside of school, require the organising teacher to prepare and submit to the Principal for approval, a Risk Assessment. Special events held within the school may also require a Risk assessment, if requested by the Principal.

**Excursions**

Teacher duty of care continues to operate on excursions, camps or school organised programs. All arrangements should take into account the number, maturity, special need and gender of those students participating. No student is to attend an excursion without written permission from their parent/carer. Accompanying teachers must have completed emergency care training and at least one accompanying teacher must have completed CPR training. In the case of overnight excursions and those near or involving water, all accompanying teachers must have completed CPR training.

**Whole school Activities and Teaching and Learning Activities**

Students are to be appropriately supervised during all teaching and learning activities that occur within classrooms, within the school grounds, at sporting venues and other locations of teaching and learning activities such as excursions. During teaching and learning time, students are under the supervision of the assigned teacher as per the whole school timetable.

If students leave the room during class time (eg, to use the bathroom, deliver messages), he/she must be accompanied by another student.

**Procedures for Treating Sick and Injured Children**

Sick and injured children have a priority in terms of duty of care above other children.

**Sick Children**

1. After the initial report, observation of and/or discussion about symptoms, the classroom or supervising teacher arranges for the child to be taken to the administration area.
2. The SAM or SAO assesses the student and either:

* If improvement is shown and it is determined that the condition allows, and the child agrees, he/she returns to class with a message for the teacher to monitor then return the child and inform the office is symptoms recur. A yellow slip will be given to the child to inform parents/carers of the nature of the visit to the office.
* If no change in condition is noted and return to the classroom is not possible, the parent/carer/emergency contact is notified to collect the child. If not able to be contacted the child remains in the administration area and is monitored.

**or**

* The parent/carer/emergency contact is immediately informed that the child should be collected and if parent/carer deems it necessary, taken for medical diagnosis.

**or**

* Emergency services are contacted and the parents/carers informed.

**Injured Children**

1. All injuries no matter how slight should be checked by and reported to a teacher with initial action to either

* Reassure and comfort the child that the injury is slight and does not require first aid.

**or**

* If there is an observable injury – bleeding, swelling, bruising, pain and continued distress, then the child should either be taken by a staff member, or responsible student, to the administration area for treatment.

**or**

* If the child cannot and should not be removed, a message is sent to the office via a staff member or responsible student. If a serious sprain, fracture/head/neck/spine injury is suspected, the student should not be moved unless in further danger.

1. The SAM or SAO assesses the student and either

* If improvement is shown and it is determined that the condition allows, and the child agrees, he/she returns to class with a message for the teacher to monitor then return the child and inform the office if symptoms recur. A yellow slip will be given to the child to inform parents/carers of the nature of the visit to the office.
* If no change in condition is noted and return to the classroom is not possible, the parent/carer/emergency contact is notified to collect the child. If the main carer is not able to be contacted the child remains in the administration area and is monitored.

**or**

* The parent/carer/emergency contact is immediately informed that the child should be collected and if parent/carer deems it necessary, taken for medical diagnosis.

**or**

* Emergency services are contacted and the parents/carers informed.
* For serious accidents such as those requiring external medication an accident report must be completed by the supervising teacher and submitted to the Principal as soon as possible after the injury occurred.

**Students Requiring Medication**

* Students who require a prescribed medication to be administered at a specific time, must have their parents/carers complete the appropriate form and attend the office to be issued their medication by the SAM/SAO as prescribed. A register of administration will be maintained.
* Students who require a prescribed medication to be administered as required (eg. asthma medication), must have a health care plan completed by their doctor and attend the office to be issued their medication by the SAM/SAO. If the student is unable to be moved, the medication will be issued in the location of the student. A register of administration will be maintained and a note informing the parent/career will be issued to enable the family to monitor usage.
* All staff administering prescribed medication must have completed online training as supported by DEC.

**Workplace Health and Safety (WHS)**

Mount Keira Demonstration School expects the staff, students, parents/carers and visitors to the school (eg. Religious Education teachers), to advise the principal of any areas they identify as unsafe or pose a risk to injury eg. fallen branch. A Hazard Report Form (available in the staffroom) must be completed and handed to the Principal. The weekly staff meeting agenda includes WHS as an item for regular discussion.

Staff will undertake mandatory training in emergency care, CPR, asthma, anaphylaxis and prescribed medication in accordance with DEC guidelines. Training will be registered on E-Safety.

**Casual Teacher and Professional Experience Induction Program**

For casual and professional experience teachers visiting our school on a day-to-day basis and who may have taught in several different schools, it is critically important to induct and convey Mount Keira Demonstration School’s procedures, expectations of student care and supervision, as well as daily organisation.

**Review**

The Principal and staff of Mount Keira Demonstration School are in the best position to identify reasonably foreseeable risks and establish arrangements that are reasonable to protect students against injury.

The Principal is responsible for the development, implementation and evaluation of the Care and Supervision Plan in consultation with staff. The Principal should consider the views of students and parents/carers in the development of this Plan. The Mount Keira Demonstration School Care and Supervision Plan will be viewed in conjunction with the school’s Student Welfare and Discipline Policy and as part of the annual WHS review.

**Review Date:** February, 2017