

## **Duty of Care and Supervision Policy – Capel Sound**

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### **Purpose**

The purpose of this policy is to explain to staff Oakwood School's Capel Sound Campus Supervision procedures and expectations for the appropriate supervision of secondary students. 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 is also playing a vital role in helping schools to discharge their duty of care to students.

As a specialist school campus with a focus on supporting student re-engagement in school and transition to further education or work, the Capel Sound campus is co-located with the Seawinds community facility to ensure a venue that this student cohort feels comfortable attending. This co-location poses some challenges, and the arrangements outlined herein are designed to ensure a comprehensive and robust approach to the supervision of students.

### **Objective**

To ensure that school staff understand their supervision responsibilities.

### **Scope**

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

This policy applies to all teaching and non-teaching staff at Oakwood School Capel Sound, including education support staff, casual relief teachers and visiting teachers.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, time and places. Oakwood School will inform parents/carers of the precise times during which the school grounds will be monitored via the College webpage and compass.

### **Policy**

#### **Context**

Oakwood School is located in Capel Sound at the Seawinds' Community Hub adjacent to Eastbourne Primary School. The building is a newly constructed, purpose-built facility created to provide a wide range of integrated services to the local community. It houses a full range of community activities and groups from pre-school classes to the local genealogy group

Oakwood School Capel Sound has the exclusive use of General Purpose Rooms 3 and 4 between the hours of 8.30 am to 5.00 pm, on Tuesday, Wednesday and Thursday.

Students are on site on Tuesday, Wednesday and Thursday in two-hour blocks, with the first cohort of students attending 9.30am – 11:30am and the second cohort attending 12:30pm – 2:30pm.

Floorplans are presented at Appendix A.

## **Before and after school**

Supervision is undertaken for 15 minutes before and after classes, with two staff on duty (one indoors, one outside) paying particular attention to areas of limited visibility.

All students sign in at the reception office (using the schools electronic monitoring system) on arrival and immediately enter the classroom. All students sign out and leave school grounds at the end of timetabled classes.

If a student arrives before the start of timetabled classes, they are advised to wait in the building reception area.

At the end of school timetabled classes, a staff member is allocated responsibility for supervising students leaving the facility, including waiting with students until parents / carers pick them up or monitoring student's journey to public transport in line with the agreed individual learning plan.

## **Supervision**

All staff at Oakwood School are expected to assist with supervision and will be included in the weekly supervision plan.

The Capel Sound Campus Principal is responsible for preparing and communicating the supervision arrangements each term and daily as required to cover staff absence. At Oakwood School, Capel Sound Campus, school staff will be required to supervise students on the school premises at all times.

Any students with positive behaviour plans or safety plans will have their plans available to all staff and communicated regularly at staff meetings. All school areas are accessible to students with disability and additional needs and peer modelling and social integration between all students is encouraged.

During supervision school staff must:

- methodically move around the designated be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- 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.

Should students require assistance at any time, they are encouraged to speak to any supervising teacher.

## **Classroom**

During their attendance at school students are under constant supervision in classes. The average staff to student ratio is 1:5, this allows for staff to be supervising or teaching classes, and additional education support staff and teachers to supervise students. The classroom teachers are responsible for the supervision of all students in their care during class.

## **Toilet breaks**

Students are escorted to the toilet area by Oakwood staff member, the staff member checks first that the toilet is unoccupied, remains outside the toilet area to prevent access by non-school individuals, and then escorts the student back to classroom.

## **External Providers**

The Oakwood School staff acknowledge that duty of care is non-delegable, and that staff 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. The School *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of students when engaged with external providers.

The Oakwood school also takes steps to ensure student safety when they are engaging in off-site workplace learning programs with external providers, such as when students are participating in work experience, school-based apprenticeships and traineeships, structured workplace learning and any other workplace learning program involving external providers. Our School will follow all applicable Department of Education and Training 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 School's Pathway coordinators are responsible for overseeing the school's adherence to these guidelines.

## **Pandemic**

During a pandemic, such as the 2020 COVID-19 pandemic, government schools are required to comply with the Department's Operations Guides applicable to that specific pandemic.

The Department updates the Operations Guides as required during a pandemic based on advice from the Department of Health and Human Services (DHHS). These Operations Guides cover procedures for supervision of students.

The current COVID-19 Operations Guide includes a COVIDSafe Plan for Schools that ensures schools remain safe environments. The current Operations Guide is [available on the Department's intranet](#).

## **Further information and resources**

- School's website: <http://www.oakwoodschool.vic.edu.au/>
- Department of Education and Training Policy and Advisory Library:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)
  - [Structured Workplace Learning](#)

## **Review Cycle**

This policy was last updated in December 2020, and is scheduled for review in Term 1, 2022. This policy will also be updated if significant changes are made to school grounds that require a revision of Oakwood School Capel Sound Campus Supervision Policy.

# Appendix A – Plans



