



BISHOP TYRRELL

ANGLICAN COLLEGE

SUPERVISION OF STUDENTS POLICY

Document Approval and Version Control			
Policy Number:	02.07.00	Last Amended:	March 2022
Approved By:	Principal	Approval Date:	March 2022
Contact Officer	Corporate Services Manager	Next Review Date:	March 2023



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1. DOCUMENT MANAGEMENT

1.1 Version History

Responsibility of author to track and maintain

Version	Date	Author	Section #	Amendment (What Changed?)
02.07.00	March 2022	Shea Hafey	All	Final

1.2 Related Documents

1.2.1 Policies

- Code of Conduct
- Risk Management Policy

1.2.2 Procedures

- Playground Duty Procedures

1.2.3 Other

- Playground Guidelines for Staff & Students
- Covid Risk Assessment

2. SCOPE

Bishop Tyrrell Anglian College will provide appropriate supervision of students whilst involved in College related activities. The times of supervision will be promulgated to staff, students and parents. Similarly, the Primary and Secondary Schools will monitor the level of supervision on a regular basis to ensure the provision of a safe and secure environment. To provide guidance to College Executive and teachers on their duties and obligations in regard to the supervision of students within College buildings and grounds.

This policy applies to all College interests and activities, both on and off campus.

3. STUDENT PROTECTION

Bishop Tyrrell Anglican College supports the rights of children and young people and is committed to ensuring the safety, welfare and wellbeing of students. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

4. DOCUMENT OBJECTIVE

This Student Supervision Policy sets out how Bishop Tyrrell Anglican College manages the student supervision before, after and during allocated break times throughout the school day. As well as supervision during off campus excursions.

The College may, from time to time, review and update this Student Supervision Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

5. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

The College mean to Bishop Tyrrell Anglican College.

6. SUPERVISION

6.1 Duty of Care

The legal duty of care requires that the College, through its staff, should take all reasonable measure to ensure the safety of any College student under its care. This duty of care will arise whenever a student/teacher relationship exists. In the instance of playground supervision, the following applies with regard to duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's care from risk of harm that the teacher should have reasonably foreseen. This requires not only protection from known hazards but also protection from those that could foreseeably arise against which preventative measures could have been taken.
- A higher standard of care is required from a teacher for younger students and those with disabilities since it could be anticipated that these students are less able to understand and/or retain instructions than other students. Generally speaking, the rule that the less experienced the student, the higher the standard of care is what the courts will expect a teacher to exercise.

- The Head of Secondary and the Head of Primary are responsible for making and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that the students are as far as can reasonably be expected, protected from harm.
- It is not just the teachers who are rostered on playground duty who have a duty of care. If a staff member walks through the College grounds or buildings and notices something that endangers students but does not attempt to do anything about it then the staff member will ordinarily have failed in their duty of care and the College as the employer may be liable to damages which result.

6.2 Nature of Supervision

The Head of Secondary and the Head of Primary are required to make arrangements for the proper and adequate oversight of playgrounds and buildings during the 25 minute period immediately preceding commencement of the first formal lesson and during daily recess periods. In some circumstances, after College supervision may also be required.

Bearing in mind the standard of duty of care required, College rules and particular factors affecting the safety of students, the Head of Secondary and the Head of Primary should assign sufficient teaching staff to playground supervision. The supervising teachers must be able to monitor activities as appropriate to the space, geography of the playground and building area, activity, age, ability and special characteristics of the students, for example, special needs and be able to provide assistance to students as required.

Supervision arrangements will be determined by the Head of Secondary and the Head of Primary in accordance with specific College conditions. This may include actual teacher presence in the playground and/or building areas or teacher observation of students from a point in the College which provides ready access to those students.

In the case of younger students and those with disabilities, supervision should involve teacher presence in the playground and/or other student assembly points and wherever circumstances exist that pose foreseeable risks for students.

The arrangements for supervision will vary according to circumstances in each part of the College (i.e. Primary and Secondary) and should be made in consultation with the staff. In deciding on the extent and nature of supervision required, the Head of Secondary and the Head of Primary should give regard to the following factors which will affect student safety:

- The age, level of maturity, ability, number of students, and the nature and characteristics of the students.
- The physical condition of the buildings, the playground area, playground equipment, and special hazards such as building works or motor vehicle traffic.

- Student assembly points where climatic conditions necessitate protection from the elements.
- Timing and arrangements for arrival and departure of buses, and student bus assembly points.

6.2.1 After School Supervision

In some instances the above guidelines may also apply to after College supervision where:

- students depart by bus
- there are pedestrian crossings in busy streets
- there are College sponsored activities in progress after the normal cessation of lessons.

6.3 STUDENTS FROM OTHER SCHOOLS

Due care should also be taken of students who are enrolled in another school but attend for special lessons or activities; of students who are billeted; and of students with special needs including those who are enrolled in mainstream classes.

6.4 Duty Roster

A duty roster should be drawn up by the Head of daily operations with input from and the Head of Primary and Head of Secondary and be available for ready reference by staff and students. A playground duty statement should be made available to all staff outlining areas and activities that teachers must supervise.

Arrangements must be discussed with all teaching staff including new staff arriving throughout the year and relief staff so that all teachers are aware of the arrangements and of their obligations.

The organisation of supervision should avoid unnecessary duplication of duties.

6.5 Advice to Students

Students should be informed of arrangements at the beginning of the College year and as necessary throughout the year at a formal assembly. Designated playground areas should have clear boundaries, be known by all students, be easily observed and be quickly accessible by teachers.

Students should be informed of where supervising teachers can be found.



Students should be instructed to seek the help of a supervising teacher in situations which demand it including the need for first aid.

Students should clearly understand what constitutes safe activities. Unsafe activities should be brought to the attention of students. Unsafe activities include games involving bats or sticks and may include the use of playground equipment.

6.6 Advice to Parents

The Head of Secondary and the Head of Primary should advise all parents or guardians at the beginning of the College year and as necessary throughout the year about supervision times and arrangements.

Advice to parents should be included in the College newsletter and Parent handbook. This should include advice about activities which should not occur prior to commencement or at the conclusion of lessons when supervision is limited as well as arrangements in relation to access to the building.

7. POLICY MANAGEMENT

7.1 Responsibilities

In accordance with responsibility for the College compliance, the Principal also retains responsibility for this policy and all delegated authorities within.

All employees are responsible for the welfare of students and their colleagues. All employees should be familiar with this policy and ensure adherence is maintained at all times. This responsibility cannot be delegated.

7.2 Policy Adherence

Adherence to this policy is a mandatory requirement of all College employees. Breaches of the policy will be subject to formal investigation and may lead to disciplinary action.

7.3 Review

This policy will be reviewed annually, or when legislative or governing body changes may warrant a review. The Principal reserves the right to make changes as and when required. The Principal or the Principal's delegate is responsible for reviewing or making approved modifications to the policy and distribution of the policy.