

## **SUPERVISION OF CHILDREN POLICY**

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### **Attachments**

- A: Statement of Duties – Excerpt from the *Teachers Handbook*  
 B: Playground Duty – Safety Awareness List  
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 D: General Consent Form – Local Area Excursions  
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### **1. Rationale**

The purpose of supervision is to safeguard the welfare of all students through the promotion of a safe and supportive environment. This policy covers supervision for on-site and off-site activities.

The College of Teachers, in conjunction with the policy group, is responsible for the development, implementation and evaluation of supervision within the school which promotes the safety and discipline of students.

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.

Ensuring safe practices with regard to sun protection, bicycle safety (on and off-site) and bus safety, forms part of the supervising teachers' responsibilities. (See *Attachments F: Bus Safety, G: Bicycle Safety and H: Sun Protection*)

### **2. Duty Of Care To Students (from Mumbulla School's Code of Conduct Section 2.2)**

- 2.1** Staff have a duty of care to protect the well being of all students. The level of care required (for example, the extent of supervision provided) needs to be in accordance with the maturity and self reliance of the students in question. Risks associated with the activity being undertaken need to be assessed and addressed before the activity is undertaken.
- 2.2** The effective management of identified risks will require closer supervision and increased care for younger and less mature students. Adequate training and instruction of staff are key factors in controlling and managing risks.
- 2.3** Staff will effectively implement school policies and programs for child protection and student welfare.

### **3. Factors Affecting Supervision**

Teachers will take into account the following factors when supervising students:

- The capacity and maturity of the group, including individual students

- The type and nature of the activity being undertaken, eg. type of lesson, sports activity or excursion.
- The equipment, physical conditions (including the site), buildings and playground area.
- The age, maturity, nature and number of students.
- Climatic conditions
- The number of teachers available
- Emergency situations, eg. flood, bushfire.
- Other aspects including potential hazards, eg. building work in progress, vehicle movement within the grounds, school fences.

#### 4. On-Site Supervision

On-site supervision is provided by teachers rostered onto playground duty for morning and afternoon bus duties, and first and second lunchtimes. (See *Attachment A: Duties* and *Attachment B: Playground Duty Safety Awareness List*).

##### 4.1 Duration

Direct supervision will be provided by the teachers at the following times:

- Morning bus duty 8:45am – 9:10am
- First lunch 11:20 – 11:50am
- Second lunch 1:20 – 1:50pm
- Afternoon bus duty 3:10 – 3:30pm

##### 4.2 Organisation

Supervision will be organised to ensure that:

- A teachers is available to give help to students as required
- The students have been instructed to seek the help of the teacher on duty when required.
- The activities of students are those which minimise the possibility of personal injury or damage to the grounds, buildings or property.

##### 4.3 Teachers' Responsibilities

Teachers will provide effective supervision of students:

- during the teaching/learning process
- when rostered on to Playground duty
- during activities within the school grounds and buildings
- when students are participating in school excursions or camps, sporting activities and other activities organised by the school.

##### 4.4 On-Site Risk Management

**4.4.1** On-site risk assessment is undertaken by the WHS group at their weekly meetings. Any supervision issues arising from the risk assessment of the buildings and grounds are reviewed regularly by the College of teachers at their weekly meetings.

**4.4.2** Teachers on playground duty will report any WHS risks observed to the WHS group via the Maintenance book in the office.

#### 5. Off-site Supervision

Supervision for excursions and camps is the supervising teacher's responsibility and is articulated in the Mumbulla School *Excursion Policy*. (see *Attachment C: Excerpt from the Excursion policy*)

##### 5.1 Off-Site Risk Management

Risk assessment for off-site activities will be carried out by the supervising teacher and risk assessment officer before any off-site activity is undertaken. Risk management strategies for off-site supervision include:

- Signed parent permission for local area excursions via the Local Area consent form. This is distributed annually to parents and covers all local area excursions around the Bega township where children and teachers are walking. (See *Attachment D: General Consent Form – Local Area Excursions.*)
- Risk assessment forms are completed and all aspects of risk management reviewed before the excursion or camp is undertaken. (See *Attachment E: Risk Assessment proforma*)
- Parents are informed via the weekly bulletin of all relevant aspects of the excursion or camp. Input and feedback is invited from parents.
- Class meetings are held for overnight camps to brief participating parents on their roles and responsibilities.

**ATTACHMENT A**  
**STATEMENT OF DUTIES**  
**Excerpt from the *Teachers Handbook***

**Times & procedures**

Duties will be allocated according to which teacher you are relieving. However, you may also be asked to do an extra duty to give other staff release time. There is a list in the kitchen with the up to date duties on it. Admin staff will let you know in the morning of your duty allocation. Generally, relief teachers will not do Kinder duty or afternoon bus duty.

**Bus duty** **8:45am-9:10am**

- Welcoming children off the morning bus and making sure, via the use of witches hat to mark the appropriate path, that children do not walk across the cul-de-sac but around it.

**Lunch** **11-11:10am**

- Children must sit down in their classrooms or on their verandah area to eat their lunch. Please be aware of this and make sure all rubbish is put in the correct bin.
- Make sure children have their hat and shoes on before going out to play.

**First lunch duties** **11:10-11:30am****11:25-11:50am****Kinder**

- 1<sup>st</sup> half duty teachers must stay on the playground until relieved by the 2<sup>nd</sup> half duty teacher.
- Sports equipment can only be taken from the sports shed from 11:10-11:20am with the help of Class 6 monitors. The equipment must be returned at the end of play.
- "No hat – No play". Any spare hats are kept in the office or outside classrooms.
- Please move around and remain aware of potential problem areas.
- Helping children to start a game can help reduce potential problems.
- Children are not to be inside the classrooms or the library if a teacher is not present.
- Children are not to race around between buildings.
- Out of bounds areas are:
  - Over the fence
  - At the front of the school
  - In the cul-de-sac
- Some children need special care or supervision in the playground. Please ask the other teacher on duty to point these children out to you.

**Second lunch** **1:20-1:50pm**

- Refer to first lunch duties

**Bus duty** **3:10-3:30pm**

- List of bus routine changes and the witches hats picked up from the office.
- Witches hats laid across the mouth of the cul-de-sac to stop traffic as the children walk from the buslines to the bus.
- All children must sit on the designated bus logs until their bus comes.
- Duty teachers to call out name of bus as it arrives and see the children safely across the cul-de-sac.
- Children not catching a bus must remain on the school grounds away from the buslines until they are picked up.

**ATTACHMENT B  
PLAYGROUND DUTY  
SAFETY AWARENESS LIST**

1. Before Playtime
  - Check children are eating sitting down in their area until bell at 11:15am
  - Hats on
  - Shoes on
  
2. Safe cubbies:
  - Cubbies to be on perimeters only
  - No naily or splintered wood
  - Nothing heavy to be used as roofing
  - No climbing on cubby roofs
  - No use of cubby materials for unsafe purposes (eg chasing with poles)
  - No taking of palings off fences
  - No glass of any kind
  
3. Other areas:
  - Check there are no bits of wood/rocks/bricks lying out in the open as trip hazards
  - Make sure gardening tools are not left out and are put away in the right place.
  - Safe play on Castle – no running, no chasing, one at a time on pole, no rocking
  - Check softfall is around the pole (rake if needed).
  - Sandpit- have a look to see nothing dangerous has been left there. Rake if necessary.
  
4. Ball Games, etc
  - Touch football only – no tackling, no holding
  - Make sure children are using correct field (check current policy)
  - Supervise retrieval of balls from out of bounds (next door/roads, etc)
  - Avoid children using rocks, bricks, lumps of wood as goals or wickets (use witches hats from Office)
  - High impact games only on the 2 fields and slope below demountable.
  
5. Tree climbing.

These are the only trees allowed to be climbed and only to yellow line painted on trunk:

  - Up to the first branch of the A-frame tree
  - Liquid amber if you can get up unaided
  - Tree on eastern boundary of oval
  
6. Report anything broken or unsafe to Front Office
  - Front office staff to please contact Teacher on duty to complete Incident Report for any injuries that require this.
  - Remind children about Lost Property and make sure they put away items AT ONCE.
  - Provide example to children by wearing shoes and hats.
  
7. Field Allocation
  - Classes 4, 5 & 6 may use the Road Field and/or the Castle Field at first play.
  - At second play, Classes 1, 2 & 3 may use the Castle Field and Classes 4, 5 & 6 may use Road Field.
  - Swings – Classes 1-3 at first lunch, classes 4-6 at second lunch.

**HELP CHILDREN BE AWARE OF SAFETY OF SELF AND OTHERS.**

**ATTACHMENT C**  
**Excerpt From**  
***EXCURSIONS AND CAMPS POLICY***

All teachers participating in an excursion must accept the responsibility for students under their care for the duration of an educational excursion.

Written permission must always be obtained from the parent or guardian before a student can participate in an educational excursion.

If parents do not permit the participation of a student in an educational excursion the school will make alternative within-school arrangements for supervision for the duration of the excursion.

Provision must be made for the following to be included on information and/or consent forms where swimming or water activities are planned:

1. Details about any swimming or water activities planned, including information about the facilities to be used.
2. Provision for the parents to indicate whether:
  - Their child has permission to participate in the water activities.
  - Their child is a strong, average, poor or non-swimmer.
  - Special requirements are necessary for their child to participate in swimming or water activities ie. Need to use floatation devices.
  - They will provide floatation devices.

In some circumstances travel may be by private motor vehicles. Where private motor vehicles are to be used the following guidelines must be observed:

1. The driver must hold a current driver's license.
2. The car must be registered.
3. Approved seat belts must be available for, and used by, each person travelling in the car.

Students participating in an educational excursion should, in general, not be permitted to engage in additional or alternative activities which were not originally scheduled in the program and for which parental approval would normally have been necessary (eg. horse riding, water activities).

Where a particular excursion activity requires special equipment or apparel (eg. hard hats) this must be used. Under no circumstances may safety requirements be compromised.

The teacher organising the excursion is responsible for:

1. Ensuring appropriate first aid kit and safety gear is accompanying excursion
2. Collecting information from parents and preparing an "Excursion roll" with the names of all children attending the excursion, together with any relevant information, which might affect the child during the excursion eg. travel sickness, disabilities, special diet, etc. For overnight excursions, the name of a contact person for each child, together with a telephone number, should be obtained and included on the Excursion roll.
3. Ensuring all children attending have a properly signed permission slip.

**ATTACHMENT D  
GENERAL CONSENT FORM – LOCAL AREA EXCURSIONS**

I **do / do not** give Mumbulla School permission for my child \_\_\_\_\_  
to

participate in excursions around the Bega township for 2008. These excursions include:

- regular walks to the park for Classes 1, 2 & 3
- concerts, performances and workshops during the year at the Town Hall, Showground Pavilion, the Scout Hall or other venues TBA
- regular swimming programs at the Bega Pool in Terms 1 & 4 and at other times TBA
- visits to art galleries, the Museum or other places of cultural interest.

Prior notice of the excursion will be given in the Bulletin or through Class notes. At this time, parents will be able to request more information, offer to walk with the class or request that their child does not accompany the class.

For all local area excursions covered by this Consent form, the class will be walking accompanied by the Class teacher. A support parent or staff member may be asked to accompany them when necessary.

Parent / Guardian's Signature

Date

\_\_\_\_\_

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**ATTACHMENT E  
RISK MANAGEMENT PROFORMA**

<b>1. SEVERITY</b>	<b>2. LIKELIHOOD</b>			
	How likely is it to be that bad?			
How severely could it hurt someone or how ill could it make someone?	Very likely Could happen Any time	Likely Could happen some time	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6
	The numbers show you how important it is to do something: <b>1</b> top priority: do something immediately <b>6</b> low priority: do something when possible			



## **ATTACHMENT F BUS SAFETY**

### **Supervision of Children at the Afternoon Bus Stop**

Many of the school's students are dependent on the school bus for transport to and from school.

- At the end of the school day all children catching the bus home must go immediately to the waiting area.
- The children are expected to remain seated and behave in an orderly manner as they wait for their bus to arrive.
- As buses arrive children will walk across the cul-de-sac supervised by a teacher to their bus.
- The children must not approach the bus until the bus has stopped and the driver has opened the door. Children must wait until advised by the teacher that they may approach the bus.
- The children must not push in the bus line.
- Any child not catching a bus is to wait for their parents on the northern side of the steps.
- Children are not to leave the bus stop without informing the duty teacher
- The children must wear their hats while waiting for their bus.
- Children are expected to be responsible with peels and wrappers at the bus stop.
- Unless otherwise notified by parents by phone, letter or note, children who regularly catch the bus will be put on their normal bus by the teachers on duty.

### **The Duty Teachers**

- The College of Teachers is responsible for rostering two teachers each afternoon and one teacher in the morning to supervise the school bus travellers.
- One teacher will collect the daily bus list and safety equipment from the office.
- The duty teacher will inform individual children of any messages regarding their travel.
- The duty teachers must ensure that the children wait in a safe and orderly manner.
- Any child crossing the street at the crossing without a parent must be escorted by the school crossing assistant.
- The duty teachers are expected to avoid becoming involved in conversations at this time and parents are asked to respect this.
- Any Kindergarten child not catching the bus will be supervised by the Kindergarten teacher

## **ATTACHMENT G BICYCLE SAFETY**

The Roads and Traffic Authority recommends that young children do not ride on busy roads...

“...It can be dangerous because motorists have difficulty in seeing them. It is better to ride on cycle paths or quiet streets. If students have to cross a busy road, then they should get off their bike and walk it across a pedestrian crossing or a section of the road where visibility is good in both directions.”

### **The Responsibilities Of Cyclists Under The Law**

1. A bicycle is not a toy. Under the law it is a road vehicle. So as a cyclist, students must obey the road rules just like other vehicles that use the road.
2. Cyclists must not ride on the footpath unless it is a designated cycle path. Otherwise it is illegal.
3. All cyclists, regardless of age, must wear an Australian Standards Approved bicycle helmet whenever they ride (the RTA recommends that primary school children wear a helmet with a hard shell).
4. All bikes must be fitted with at least one working brake, but it's obviously better to have a brake on each wheel.
5. The law requires a bicycle to be fitted with a bell or a horn to serve as a warning device.

Mumbulla School feels that it has the responsibility to take a pro-active role in the safety of all children at our school – both cyclists and pedestrian. Accordingly, the school proposes the following recommendations:

1. Only students in Years 4–6 be allowed to ride their bikes to school without adult supervision.
2. Students do not ride along the footpaths outside shops in the town area.
3. All riders must wear an Australian Standards Approved helmet.
4. All bikes must have at least one working brake and be fitted with a bell or a horn.
5. Riders should travel along an identified safe route.
6. Parents should consult with staff regarding recommendations of the safest route to the school for the child.
7. Children riding their bikes to school must cross at the designated school crossing, in this case, the crossing blister opposite the car park. They must walk their bikes across the crossing and onto the school grounds.
8. Children must not ride their bikes on the school grounds.
9. The following information be distributed to parents:

### **HELMETS**

To be effective a helmet has to be well fitting and has to be used! Helmets should be worn when cycling, skateboarding, rollerblading, roller skating and using micro-scooters.

- **Helmet Fit**

- Measure the child's head before purchasing in order to select the correct size.
- The helmet should fit firmly on the head with the chinstrap securely fastened.
- Do the push test once fastened. If the helmet can be pushed back and forwards then it won't protect the front or the back of the head in a fall. The helmet is too big.

### THE BIKE

- **Make sure the bike fits:** A bike that is too big or small is a safety hazard. How to check: have your child sit on his/her bike; at least the toes should touch the ground on both sides.
- **Do equipment spot checks:** Parents should ensure their child's bicycle is equipped with safety devices such as lights (AS3562), reflectors (AS2142) and a bell or horn. Helmets should be approved for safety with an Australian Standards (AS2063) certification.
- **Be a role model:** Set a good example when cycling with your children and wear a helmet too - it is required by law!
- **Make bikes Safer:** Buy safe bicycles, with spoke guards & chain guards; Ensure a bike lamp is used at dusk or at night; Fit safety devices to bicycles such as reflectors and safety flags.

### TIPS FOR SAFE CYCLING

- **Ensure Supervised Riding:** Children under age ten should cycle with responsible adults. Most children in that age group do not have the skills to cycle safely without supervision and on road.
- **Learn the rules of the Road:** Make sure children are taught the rules of the road for safe cycling practices before they are allowed to ride by themselves.
- **Know the dangers of the driveway:** Children should know the driveway is dangerous and can pose a safety risk. They should always stop before entering the road, scan by looking in all directions, listen & think about if it is safe to cross the road. Do not encourage children to ride their bikes in the driveway.
- **Wear bright coloured clothing:** Cyclists should wear bright coloured clothing or use a visibility vest so they stand out and are easy to see.
- **For young cyclists,** a footpath or shared path is the best place to cycle, unless a No Bicycles sign is on display. The *Road Traffic Code 2000* allows children under 12 to ride on footpaths, but remember that driveways are dangerous.
- **Children should avoid riding on busy streets and riding at night**
- **Help children understand when it is safe to cross the road**
- **Teach children to walk their bikes when crossing the street, crosswalk or railway crossings**

## **ATTACHMENT H SUN PROTECTION**

Australia has the highest incidence of skin cancer in the world. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence.

Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable.

Mumbulla School will encourage all members of the school community to take effective sun protection measures by promoting among students, staff and parents:

1. Positive attitudes towards sun protection.
2. Lifestyle practices which help reduce the incidence of skin cancer.
3. Personal responsibility for and decision-making about sun protection.
4. Awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.

As part of general sun protection strategies:

1. All children must wear hats which protect the face, neck and ears whenever they are outside at school eg., sports, outdoor excursions and activities, regardless of season.
2. Children who do not have their hat with them will play in an area protected from the sun.
3. Children will be encouraged to use available areas of shade for outdoor play activities.
4. Outdoor activities will be held in areas of shade whenever possible.
5. Teachers will schedule outdoor activities before 10am and after 2pm (11am and 3pm daylight saving time) whenever possible.
6. Staff will be encouraged to act as role models by practising the appropriate behaviour themselves.

Mumbulla School will support this policy by:

1. Encouraging students to wear school hats that are appropriate and satisfy Cancer Council guidelines.
2. Making cheap, cotton, colourful hats available for sale in the school's office.
3. Ensuring that adequate shade is provided.
4. Providing more shelters and shade trees.
5. Providing SPF 15+ broad-spectrum, water-resistant sunscreen for student and staff use, whenever possible.
6. Scheduling longer play session earlier in the day (between 11.20 - 11.50am).