

Supervision Policy 2015

Aims

- A. For students to be supervised by responsible and appropriate adults at all times:
 - 1. to contribute to an effective educational program
 - 2. to ensure their physical and emotional safety
 - 3. to monitor their behaviour and interactions
 - 4. to take advantage of informal teaching opportunities.

Scope and Application

This policy is available on the school website and applies to:

- A. Employees
- B. Students
- C. Volunteers
- D. Parents
- E. Community members
- F. Visitors to the school

Definitions

- A. **Supervisor** - any adult including a parent, grandparent, volunteer, teacher, member of staff, external provider or other adult, deemed suitable by the school, who is actively supervising students

Principles

- A. Ensure supervisors are suitable to be responsible for students. Please see:
 - 1. Employment Policy
 - 2. Volunteer Policy
 - 3. Duty of Care Policy
 - 4. Child Protection Policy
- B. Ensure an adequate number of suitable supervisors for the activity:
 - 1. Consideration will be given to supervision when designing timetable
 - 2. Consideration will be given to supervision when planning excursions, out of school programs and camps
 - 3. Absence of staff
 - a) when arranging relief teachers, consideration will be given to supervision needs

- E. Working With Children (Criminal Record Checking) Act 2004

Related Kerry Street Documentation

- A. Policies including:
1. Duty of Care Policy
 2. Child Protection Policy
 3. Employment Policy
 4. Volunteers Policy
 5. Excursion Policy
 6. Camp Policy

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Guidelines For Number Of Supervisors For Different Activities

Review and Authorisation

- A. This policy was authorised by the Kerry Street Community School Council on 7/6/05
- B. Reviewed by meeting of staff and council 13/1/06
- C. This policy was reviewed September 2012
- D. Reviewed by Council and Staff September 2013
- E. Reviewed and accepted by Council and Coordinator January 22nd 2015
- F. Reviewed and modified by Council and Coordinator June 2015
- G. To be reviewed June 2021

Helen Sugars Duff

Supervision Policy 2015 – Attachment A

Guidelines For Number Of Supervisors For Different Activities

The guidelines are intended to state the usual level of supervision at Kerry Street not the minimum level. In situations that are not usual, the Coordinator will assess the level of supervision required (see Duty of Care Policy). The minimum level of supervision will not be less than the levels recommended by the Western Australian Department of Education and Training.

A. At school during school hours

1. Regular class size maximum is 23 students
 - a. If two or more classes are combined, there will be at least one supervisor per 23 students
2. There will be at least two teachers present at the school. An exception may be made to this if: a large number of students are absent from school, for example, on an excursion; if the total number of students currently enrolled is low; if alternate supervision is arranged, for example an options day; or at the discretion of the Coordinator.
3. At break times staff are required to communicate and cooperate with each other to ensure students are supervised. As a guideline, at least one person will be outside and one inside.

B. Before and after school

1. Students will be supervised before and after school (see Duty of Care Policy)

C. Excursions and out of school programs

1. Parents are always encouraged to attend excursions and out of school programs.
2. For whole school excursions, a minimum of 1 adult per 10 students is required, including two members of staff.
3. For class excursions or part of school excursions (eg park at lunch time), a minimum of 2 adults, including one member of staff, with a minimum ratio of 1 adult per 11 students is required.
 - a. A small group of students may be supervised by one teacher at the discretion of the Coordinator.
4. For excursions involving a small number of students, for example taking four students to the library, supervision will be at the discretion of the Coordinator. One suitable adult may take a small number of students out of the school. They will have means to contact the school in an emergency.
5. If an external provider will be providing supervision to students, the Coordinator will have the discretion to include them in the number of supervisors. Factors to consider include documentation they can provide to the school, how familiar they are with the students and how well known they are to the school.

6. Gym at Ying Li's: Ying will be considered a member of staff, so one additional staff member with a number of parent supervisors, for a total of 1 supervisor per 8 students, will be considered adequate supervision, with 1 supervisor per 6 students recommended.
7. Swimming at Fremantle Leisure Centre
 - a. One adult for every 5 students is recommended, including 2 members of staff.
 - b. Students will be assigned to an adult and will remain in their direct care until they are picked up or collected on the grassed area and under the supervision of the staff.
 - c. See Excursion Policy, Attachment D: Procedure for swimming at Fremantle Leisure Centre.

D. Water based activities

1. Supervision will depend on the age and ability of students, however:
 - a. for years 1 and 2, a ratio of one adult per 4 students is recommended
 - b. for older students a ratio of one adult per 7 students is recommended
 - c. for pre-primary students and non-swimmers, the child's parent will be asked to supervise them, or special arrangements will be made; a ratio of one adult per 2 students is recommended
 - d. there will be more than one adult supervisor at the venue while students are in the water
 - e. one supervisor will hold a current first aid certificate
 - f. it is recommended that one supervisor, or the external provider, holds a current bronze medallion

E. Camps

1. The school Coordinator and camp Coordinator will determine supervision requirements for particular activities (see Duty of Care Policy). The guidelines for particular activities in this section may be used as a guide.
2. All teachers are requested to attend camps for the entire length of the camp and required to do so for the hours they usually work; teachers are responsible for supervising students on camp.
3. All parents are encouraged to attend camps and act as supervisors for various activities.

F. Transporting students to other venues

1. While students are being transported by private vehicle they will be supervised by the driver of the vehicle, including supervision in car parks and walking from where the vehicle is parked to the venue.
2. When traveling by public transport or walking, two supervisors will be present, including one member of staff. The preferred ratio is one adult per 11 students however a ratio of one adult per 15 students is suitable. The supervisors will have means to contact the school in an emergency.

G. Parent run activities at school during school hours

1. From time to time, parents will be responsible for an aspect of the educational program at school for a day or afternoon, for example an Options afternoon. A

minimum ratio of 1 adult per 11 students is required, however more supervisors is preferable.

H. Family picnic days

1. Parents are responsible for supervising their own children on these days, or arranging with another parent to do so. Staff will be responsible for ensuring no student is left at the end of the day without a way to get home.

I. After hours activities at school

1. Parents are responsible for supervising their own children at school during activities outside the school program, for example busy bees and meetings. No student will be at school without their parents, except by arrangement with an appropriate supervisor.
2. Computer use out of school hours will be supervised by parents or another adult as arranged.
3. Activities organised by school, for example sleepovers, will be supervised by the organisers, who will consult with the Coordinator about a suitable level of supervision.
4. A ratio of at least one adult per 11 students is recommended.