

Supervision of Students Policy

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES09
Related Policies	ES01: Child Safe Environments Policy and Procedures ES02: Risk Management Policy ES05: School Personnel Code of Conduct Policy ES06: Student Code of Conduct Policy ES07B: General Student Health Support Form ES08: Emergency and Critical Incident Policy and Procedures ES08A: Incident, Injury, Trauma and Illness Form ES09A: Teaching staff and Volunteers Supervision Map and Roster ES10: Personal Information and Photograph Release Policy ES12: Principal Job Description Policy ES16: Adult Students attending Community Language Schools Policy ES20: Data and Information Policy ES22: School Safety and Security Policy and Procedures ES24: Visitor and Parental Volunteer Policy ES25: Managing Trespass and Misbehaviour and Procedures ES35: Behaviour Support Policy and Procedures ES36: Excursion and Incursion Policy and Procedures ES37: Medication, Accident and First Aid Policy and Procedures ES40: Special Needs Policy ES42: Student Personal Care Policy and Procedures ES45: Hot Weather Policy ES48: Animals in Schools Policy and Guidelines
Version	2.2
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Supervision; Playground; Excursions; Incursions; Severe weather; After school; Before school; Break time; Visitors and parental volunteers; Racial; Commercial and independent photographers; Administering first aid; Emergency and critical incidents; Students with special needs; Use of animals; Working with Children Checks
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022

Review Date	December 2023
Notes	Version 2.2 – Administrative and specific content update

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1.0	New policy developed
February 2017	1.1	Addendum to supervision of students during break times
30 th June 2019	2.0	<ul style="list-style-type: none"> • New sections added: visitors and parental volunteers; excursions and incursions; commercial and independent photographers; emergency and critical incidents; medication, accident and first aid; students with special need; use of animals. • Updated list of related policies • Removed reference to map of school where students are to be supervised before, after and during break times. New pro-forma developed for schools to be able to create a supervision map developed – see ES09A: Teacher and Volunteer Supervision Map and Roster • Amend policy to make it generic by replacing individual school details with “Ethnic and Community Language Schools” • Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Formatting of policy
18 th January 2021	2.0	<ul style="list-style-type: none"> • Added policies in Related Policies (Table 1) • Changed ES09A: Staff Supervision Map and Roster to ES09A: Teachers and Volunteers Supervision Map and Roster
December 2021	2.1	<ul style="list-style-type: none"> • Changes to ‘Teacher to Students Ratio’ • Added content to Policy> Supervision of Students • Added ‘Responsibilities’ • Changed ‘Teachers and Volunteers Supervision Map and Roster’ to ‘Teaching Staff and Volunteers Supervision Map and Roster’
July 2022	2.2	<ul style="list-style-type: none"> • Added ‘Working with Children Checks’ in Keywords • Added information in ‘Commercial and Independent Photographers’ which reflects child safe compliance

Table of Contents

Supervision of Students Policy	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record	2
Supervision of Students Policy	4
Introduction	4
Definitions	4
Policy	4
Supervision of Students	4
Before School Supervision	4
Supervision during Break Times	5
After School	5



Visitors and Parental Volunteers	5
Excursions and Incursions	6
Commercial and Independent Photographers	6
Emergency and Critical Incidents	7
Medication, Accident and First Aid	7
Students with Special Needs.....	7
Use of Animals in Schools.....	7
Severe Weather Conditions or Environmental Hazards.....	8
Responsibilities	9

Supervision of Students Policy

Introduction

Community Language Schools will always ensure adequate supervision of students. This policy outlines the procedures and types of supervision that Community Language Schools employs to ensure the safety and wellbeing of all students.

Definitions

The following definitions of terms are used to clarify the different types of supervision that may be employed by school personnel:

Supervision: the act of overseeing and/or watching students during learning activities.

Direct: teaching staff are in the classroom or playground, supervising and/or instructing all students involved in the activity.

General: teaching staff oversee the learning activity, which may be occurring in smaller groups in or outside of the classroom.

Indirect: teaching staff oversee the activity at a distance which ensures safety but minimises interruption e.g. during break times, the teacher oversees the activity by positioning themselves to see all students.

Self-reliant: teaching staff oversee the activity by employing very indirect supervision techniques including meeting the group at various times during the day, older students may work in groups checking back with the teacher at regular intervals.

Policy

Supervision of Students

Teaching staff will provide constant supervision of all students during class lessons time, during recess, before and after lessons until parental pick-up. Teaching staff will arrive normally 10-15 minutes before the commencement of lessons to provide the supervision that is required. School personnel at Community Language Schools will ensure that no student leaves the school premises during school times without written parental permission.

School students cannot be used as supervision staff.

The following sections outline the procedures and school personnel's expectations when supervising students for different circumstances.

Before School Supervision

Students will be supervised for at least 10 minutes before the commencement of the lessons and will remain in the defined areas as indicated in the **ES09A: Teaching Staff and Volunteer**

Supervision Map and Roster. Community Language Schools will have a map of the school indicating where students are permitted to meet prior to the commencement of classes. The Supervision Map will also show areas where students are not permitted. Please refer to **ES09A: Teaching staff and Volunteers supervision map and roster** for more details.

Supervision during Break Times

The following teacher-to-student ratios are used by Community Language Schools for break times (see Table 3):

Table 3: Teacher to Student Ratios for break times

Number of students	Number of Teaching staff
1 – 75	1
76 – 150	2
151 – 225	3
226 – 300	4

Community Language Schools will have defined areas where students are permitted to play and congregate during break times as indicated in the **ES09A: Teacher and Volunteer Supervision Map and Roster**. The Supervision Map will also show areas where students are not permitted. Please refer to **ES09A: Teacher and Volunteer supervision map and roster** for more details.

After School

Community Language Schools will provide supervision of students for a minimum of 10 minutes upon the conclusion of classes. Teaching staff/ volunteers supervising departures are not called away for other duties without alternate supervision being arranged. Parents will co-operate fully with the teaching staff in picking up their children promptly after school.

Visitors and Parental Volunteers

Community Language Schools may engage in external organisations or guest speakers to enhance the educational programs offered by the school. Community Language Schools have a dedicated policy outlining the expectations and procedures for visitors and parental volunteers (please refer to **ES24: Visitor and Parental Volunteer Policy** for further details).

All school personnel are to challenge visitors on the school grounds during school times. Community Language Schools have a dedicated policy outlining the procedures for dealing with a person or persons who trespass on school grounds (please refer to **ES25: Managing Trespass and Misbehaviour** for further details).

Excursions and Incursions

Excursions and Incursions complement and enhance Community Language Schools' educational programs. The safety and wellbeing of students participating in school activities such as excursions and incursions are paramount. Community Language Schools have a dedicated policy outlining the expectations and procedures for excursions and incursions (please refer to **ES36: Excursion and Incursion Policy and Procedures** for further details). In relation to student supervision, **ES36: Excursion and Incursion Policy and Procedures** states:

Community Language Schools will always ensure adequate supervision of students during the planned excursions or incursions. The type of supervision required will depend on the following:

- age and development and need of the students
- the number of students with disabilities
- type of activity,
- the time of day
- location and environment
- planned student learning outcomes
- reasonable predictable hazards

Table 4 shows the ratios that will be used on all excursions.

Table 4: Teacher to Student Ratios for Excursions

Age of students	Number of Teaching staff	Number of Students
Preschool	1	3
Reception – year 2	1	6
Year 3 – year 7	1	10
Year 8 – year 12	1	15

The **ES36: Excursion and Incursion Policy and Procedures** also provide definitions of types of supervision that can be employed throughout the duration of an excursion or incursion.

Commercial and Independent Photographers

At times, Community Language Schools may engage the use of commercial or independent photographers to photograph students. These commercial or independent photographers need to provide a valid Working with Children Checks and evidence of a completed CSE compliance statement before they are allowed to be on the school ground and take any photographs of the children. Community Language Schools have a dedicated policy outlining the expectations and

procedures for commercial and independent photographs (please refer to **ES10: Personal Information and Photograph Release Policy** for further details). In relation to student supervision, **ES10: Personal Information and Photograph Release Policy** states: Students must be directly supervised at all times during any photographic session by a school personnel.

Emergency and Critical Incidents

During an emergency or critical incident, students will be directly supervised. In the event of evacuation, all students will be escorted to the designated evacuation area and will be directly supervised. Community Language Schools have a dedicated policy outlining the expectations and procedures for emergencies and critical incidents (please refer to **ES08: Emergency and Critical Incident Policy and Procedures** for further details). In the event of an emergency or critical incident, the principal will complete an **ES08A Incident, Injury, Trauma and Illness Form**. The completed **ES08A** will be securely stored in accordance with **ES20: Data and Information Policy**.

Medication, Accident and First Aid

Students who require medication during school hours must complete a medication authority form. School personnel will follow the instructions from a medical practitioner as outlined in the medication authority form. Community Language Schools will provide direct supervision whilst the medication is being administered and monitor students after medication has been given. In the event of an accident or incident that requires first aid attention, students will be directly supervised by the first aid officer and/or school personnel. Community Language Schools have a dedicated policy outlining the expectations and procedures the administration of medication (please refer to **ES37: Medication, Accident and First Aid Policy and Procedures** for further details).

Students with Special Needs

Community Language Schools strives to have a safe, fun and educational learning environment. This extends to excursions and incursions. If an excursion is organised and will be attended by students with special needs, Community Language Schools will review the student and teacher ratio and adjust accordingly. In most circumstances, extra teaching staff or parental volunteers will be required. During break times, teaching staff and/or numbers will be adjusted to accommodate student with special needs.

Use of Animals in Schools

Teaching staff at Community Language Schools may arrange for the use animals or visit habitats where animals live as part of the school's educational program. The type of supervision

required will depend on the type of learning activity. General supervision of students will be provided as a minimum, with some situations warranting direct supervision of students. The type of supervision is outlined in Table 5

Table 5: Supervision of students during learning activities involving animals

Activity	Type of Supervision	Notes
Assistance Animals	Direct Supervision	The handler or owner is to provide direct supervision of any assistance animals
	General Supervision	The teacher is to provide general supervision of all students in the presence on any assistance animals
Emergency or Critical Incident	Direct Supervision	In the event of an emergency, the teacher is responsible for both students and the animal. The first priority of the teacher is the safety and well-being of students.
Excursions or incursions	Direct Supervision	The operator, owner or animal handler will provide direct supervision of students of all children participating in activities where animals are to be handled by children.
	General Supervision	The teacher, parental volunteers or volunteers will provide general supervision of all children participating in any activities involving any animals.
Animal Observations in the animals natural environment	General Supervision	The teacher is to provide general supervision of all students when observing animals in their natural habitat. For example: an activity involving the identification of insects on school grounds.
Animal Observations of animals kept in the classroom	General Supervision	The teacher is to provide general supervision of all students when observing animals that are kept in the classroom. All animals are to be housed appropriately and have approval from the Principal

Community Language Schools have a dedicated policy outlining the expectations and procedures for the use of animals (please refer to **ES48** Animals in Schools Policy and Guidelines for further details).

Severe Weather Conditions or Environmental Hazards

Community Language Schools at some point may experience severe weather conditions or an environmental hazard such as a bushfire. To best prepare school personnel and students, the school has identified the following situations and the best plan of action. The list is not exhaustive and will be reviewed regularly and updated accordingly. In all circumstances, students will be under the supervision of the teaching staff and/or school personnel of Community Language Schools:

- In the event of wet or stormy weather students will stay in their classrooms under the direct supervision of the teaching staff/volunteer. When the storm has passed, students may participate in outdoor activities.
- If a bushfire is declared whilst the school is in operation, parents will be contacted and asked to collect their child. Alternatively, school personnel and students will meet in the area designated for evacuations or in the school hall (refer to the **ES08: Emergency and Critical Incident Policy and Procedures**). The Principal or a teacher will mark the roll to ensure all students are accounted for and parents informed of the situation.

- The school will remain operational in the event of a power failure or black-out and learning activities will be modified accordingly. This happens unless is deemed by the Principal a risk to student and school personnel safety. Parents will be informed of the school closure.
- In the event of a critical incident, Community Language Schools will follow the procedures outlined in the **ES08: Emergency and Critical Incident Policy and Procedures** and complete a **ES08A: Incident, Injury, Trauma and Illness Form**
- In the event of extreme heat, Community Language Schools will follow the procedures outlined in the **ES45: Hot Weather Policy**.

Responsibilities

It is the responsibility of the School Administrator and/or Principal to ensure:

- appropriate arrangements are in place for student supervision before, during and after school hours according to the schools need
- teaching staff and volunteers are aware of their specific responsibilities relating to student supervision
- there is an organised supervision of entry and exit points that considers:
 - road traffic conditions
 - designated pick up and drop off areas
 - whether any entry or exit points should be:
 - locked
 - designated as out of bounds
 - supervised.
- parents/carers are regularly informed about supervision available before and after school as parents/carers are responsible for the care and supervision of students travelling to and from school.