



ONSITE SUPERVISION OF STUDENTS POLICY

At Fitzroy Community School we believe that every student has the right to experience a safe and secure school environment. All staff members at FCS have a Duty of Care for the children attending the school to take reasonable measures to protect them from risks of injury that should have been reasonably foreseen. The school recognises that greater measures may need to be taken for younger students, vulnerable students and students with disabilities. Staff must take care to notice, take action and/or notify the Principal of any circumstances in relation to the buildings or grounds, including things done or omitted to be done to the premises that may cause injury or harm to any student.

Adequate supervision of students in the building is a requirement of the school's Duty of Care. The school will normally satisfy the duty of care for the on-site management of students outside normal timetabled class time by allocating responsibilities for supervision to different staff. The Principal is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the school, and teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

The following implementation guidelines are to inform staff about how to satisfy this responsibility.

Implementation Guidelines

- Staff members on duty in the kitchen must monitor outdoor activities during free time, as well as before and after school within designated school hours. A line of sight is maintained from the kitchen to the outdoor area.
- Staff members in the kitchen must also oversee indoor activities during free time and before/after school within designated school hours. A line of sight is maintained from the kitchen to the outdoor area.
- Teachers with current First Aid qualifications will be present during school hours.
- Safe play rules and school boundaries will be established and agreed upon through whole-school agreements.
- Classrooms will be locked when not in use.
- Staff members must promptly report any incidents or concerns related to student safety to the Principal or Vice Principal.



Supervision responsibilities include:

- Being physically present and attentive during supervision.
- Ensure that a line of sight is maintained for all classrooms being used.
- Encouraging students to maintain a tidy outdoor play area.
- Administering first aid for minor injuries and contacting the designated First Aid Officer for more serious injuries.
- Reminding students of safe play rules.
- Reinforcing safe movement in areas prone to collisions, such as hallways and staircases.
- Encourage students to be aware of the time so they know when significant parts of the day (e.g. lunch time) start and finish and to respond quickly to lesson changes.
- Advise the Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Ensure students play in an area that is appropriate for the weather conditions.
- Ensure all students remain within the school grounds until pickup at the end of the day.
- Ensure all students who leave school independently at the end of the day have notified a member of staff and leave the school grounds in a safe manner.
- Being vigilant about potential hazards, either pre-identified or emerging due to changing circumstances.
- Being attentive to the needs of younger students, vulnerable students and students with disabilities to ensure appropriate measures are taken for their supervision.

Policy Endorsement

This Policy has been endorsed by the FCS Governing Body.

Date: September 2023

Review Date: September 2025

Review Cycle. Every 2 years

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.