

SUPERVISION OF STUDENTS



Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre.

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PREAMBLE

Adequate supervision of students in the school yard is a requirement of the centre's duty of care.

Statewide Vision Resource Centre 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 Assistant Principal and/or Leading Teacher is responsible for making and administering such arrangements for supervision as are necessary according to the circumstances in the centre, 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.

This duty extends to intervention in single sex areas, if need be, by a teacher of the other gender.

DEFINITIONS

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at Support Skills Program, or DOT Power Program

POLICY

On-Site Supervision of Students Procedures

Introduction

The processes outlined below provide adequate and appropriate supervision of students in the centre, so Statewide Vision Resource Centre fulfils its duty of care to its students in terms of on-site supervision.

Supervision before and after school day

The school will provide staff supervision for students arriving before school between 8.45am and 9.00am.

The school will provide staff supervision for students after school between 3.30pm and 4.30 pm.

This information is provided to parents/guardians on a regular basis via the Bulletin newsletter. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the Assistant Principal or their nominee to supervise students during these periods

Should a teacher be called away to other duties alternate supervision arrangements will be put in place in consultation with the Assistant Principal or their nominee.

Supervision at recess and lunch times

Students are required to be adequately supervised during recess and lunch times. In order to ensure that students are adequately supervised, a 'Yard Duty Roster' will be created each week allocating teachers to supervise students in defined areas of the school grounds during these times.

Details of the roster are communicated to teachers at staff meeting, email and via the staff email.

For students who seek to leave centre premises during lunch or recess, procedures must be in place that incorporate:

- written parent/guardian requests for students under 18
- short- and long-term lunch passes.

Unauthorised student departure from Statewide Vision Resource Centre

[When a student departs from Statewide Vision Resource Centre \(following initial attendance\) without authorisation, the parent/guardian will be informed immediately.](#)

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Emergency and Security Management Branch, telephone 9589 6266 (24-hour service).

Early departure of students prior to dismissal time

Students must be signed out of the centre if departing prior to dismissal time.

A record of early departures is to be kept in the Administration Office and completed for all students departing the centre early. Details will include the student's name, grade, the time of departure and the name of the person collecting the student.

- No parents/carers are permitted to take students directly from the centre
- Students can only be collected by a responsible person 16 years and over.
- No students will be sent home on their own outside of normal dismissal time.

Arrangements for students not collected after school

Parents/guardians will be informed when supervision of students is available before and after school hours and that supervision outside of these times and/or the collection of students is the responsibility of parents/guardians. Students remaining in the school yard awaiting collection after 3.45pm will be directed to the office waiting area.

If it becomes known that a student who is normally collected from Statewide Vision Resource Centre, remains at centre well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the Support Skills Program records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the centre.

Arrangements for student supervision on camps and excursions

The centre will provide supervision ratios in line with the Department's policy as outlined in the DE School Policy & Advisory Guide, depending on the nature and location of the activity

GUIDELINES FOR IMPLEMENTATION

What is the WWC check?

The WWC check verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC check is valid for 5 years (unless revoked). During this time, the cardholder continues to be checked for new relevant offences or findings. The WWC check is administered by the Department of Justice.

When is a WWC check required?

A WWC check is required for positions that meet all of the following criteria:

- involve contact with children in connection with our centre
- the contact happens on a regular (once or twice a term) basis.
- involve **direct contact** with children and this contact is not **directly supervised**; and
- the position does not qualify for an **exemption** as listed under the act.

What is the application process?

The candidate must complete a Working with Children Check application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation,' candidates should ensure they state Statewide Vision Resource Centre.

If the applicant passes the check, they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the check, they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful, the applicant will be issued with a Negative Notice. This means they have failed the WWC Check and **cannot undertake 'child-related work' or work in school.**

When can the candidate commence?

Commencement in the school is conditional upon receipt of a successful Assessment Notice or WWC check card. Any queries should be directed to the Principal.

Who pays for the WWC check?

Candidates who are required to undergo a WWC check as a condition of working at Statewide Vision Resource Centre will not be able to receive reimbursement for the cost.

POLICY REVIEW AND APPROVAL

Policy last reviewed	Consultation	Approved by	Next scheduled review date
November 2022	Principal	Principal	November 2024