



# Duty of Care and Supervision Policy



## Help for non-English speakers

If you need help to understand the information in this policy please contact 9345 6053.

## PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Travancore School owe to our students and members of the school community who visit and use the school premises.

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks as they arise. It also plays a vital role in helping schools to meet their duty of care to students.

Our school has a unique context at Travancore and Parkville which means that we have a shared duty of care with the Royal Children's Hospital (RCH) and Orygen Youth Health (Orygen). If our staff identify a risk relating to our students in areas where the duty of care is shared, they will take reasonable steps to reduce that risk which will be in accordance with any relevant policy or procedure and will typically include informing relevant staff of the issue or incident for appropriate follow up action.

## DUTY OF CARE

"Duty of care" is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk. The principal is responsible for ensuring that there is a well organised and responsive staffing allocation in place during all school programs and on school excursions and camps.

Our school has policies and procedures in place to manage common risks that may occur when students participate in one of our programs, including:

- Onsite Supervision
- Camps and excursions
- Student Wellbeing and Engagement (includes Bullying Prevention and restrictive interventions)
- Child Safe standards
- Mandatory Reporting



- Photography and filming of students
- First Aid
- Administration of Medication
- Child Safety
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability checks
- Occupational Health and Safety

Our school acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for liaising with the partner mental health services (the RCH and Orygen) to ensure that premises are kept in good repair, and we will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

### **External Providers**

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers. Our school also takes steps to ensure student safety when they are engaging in off-site learning programs with external providers, such as when students are participating in excursions, camps and vocational education. Our School will follow all applicable Department of Education policies and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.



## **SUPERVISION**

The principal is responsible for ensuring that there is a well organised and responsive system of supervision, working collaboratively with the other relevant organisations such as the RCH and Orygen.

School staff are responsible for following reasonable and lawful instructions from the principal, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Given the unique nature of Travancore School, yard duty supervision and supervision before and after school are not applicable. Further information about the structure of each program is available on our school website.

### **Classroom**

The key teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact team members or principal class for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving. If a student leaves a classroom program a parent/carer will be contacted immediately. At Banksia the students are free to return to their rooms if they are unable to stay on the classroom space.

### **School activities and excursions**

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities and excursions, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved, and will follow the supervision requirements in the Department of Education [Excursions Policy](#).

#### [Digital devices and virtual classroom](#)

Travancore School follows the Department's [Cybersafety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

#### [Students requiring additional supervision support](#)

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the principal or delegate will



ensure arrangements are made to roster additional staff as required. This may include in the classroom or during school activities.

#### [Supervision of student in emergency operating environments](#)

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website

## **FURTHER INFORMATION AND RESOURCES**

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL):

- [Child Safe Standards](#)
- [Cybersafety and Responsible Use of Technologies](#)
- [Duty of Care](#)
- [Excursions](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)

All Travancore School policies are available on the school's website: [RESOURCES \(travancoresch.vic.edu.au\)](#)

## **POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2024
Approved by	Principal
Next scheduled review date	May 2027

This policy will also be updated if significant changes are made to school grounds or programs that require a revision of Travancore School's supervision arrangements.