

## Student Supervision Policy

### School Background

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our schoolwide expectations: being **Safe, Kind** and **Curious**. We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.

All of Doxa School's policy and procedural documentation is underpinned by our **5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Emotional Literacy, Choice Theory and our Catholic Identity** and complies with the requirements of Catholic Education Sandhurst Ltd. This Policy can be found on our school website, [www.doxabendigo.catholic.edu.au](http://www.doxabendigo.catholic.edu.au) and applies to all staff members of Doxa School Bendigo.

### Aims

- To provide appropriate supervision of students in all areas of the school
- To provide appropriate supervision of students during all external activities, incursions, camps and excursions
- To establish and maintain a safe learning environment
- To ensure a safe environment is available for recreational activities
- To develop a supervision roster that maintains a safe management environment for staff
- To comply with all obligations of Child Safe Standards

### Policy Statement

Doxa School recognises and understands our duty of care to take all reasonable measures to ensure the safety and care of our students. We believe that the provision of strong student supervision is central to this responsibility, and this policy outlines the actions we will take as a school to meet our requirements. (See also Duty of Care Statement for more information).

This school is committed to providing a safe environment for all our students when they are in the care of the school.

Doxa School understands that differences in student development impacts the level and intensity of supervision required. As such, the following aspects will be considered for each student:

- their age, skill and experience
- any physical and/or intellectual disabilities
- existing medical conditions
- known behavioural characteristics
- the nature of any activities being undertaken
- any hazards that are present or could arise

## Key Practices

Staff at Doxa School are expected to use a number of approaches to student supervision depending on the context of the situation they are monitoring. These include:

Supervision Strategy	Key Mechanisms
Active Supervision	<ul style="list-style-type: none"> <li>✓ Movement around designated areas</li> <li>✓ Scanning for positive and negative actions</li> <li>✓ Positive contact with students</li> <li>✓ Positive reinforcement of positive behaviours</li> <li>✓ Instructional responses specific to behaviour</li> <li>✓ Immediate, fair delivery of instructions aimed at correcting poor behaviour</li> </ul>
Close Supervision	<ul style="list-style-type: none"> <li>✓ Influence with positive encouragement</li> <li>✓ Seek to support co-regulation</li> <li>✓ Distract and re-direct into a positive action</li> </ul>
Pre-Corrective Actioning	<ul style="list-style-type: none"> <li>✓ Anticipation of student difficulty</li> </ul>
Knowledge of Students	<ul style="list-style-type: none"> <li>✓ Knowledge of student Emotional Regulation Plan template (to use as a prompt for directing into safe activities)</li> <li>✓ Knowledge of Safe Behaviour Plans content for students at significant risk of dysregulation due to hyper- or hypo-arousal</li> </ul>

## General Principles

There are a number of general principles that Doxa School commits to by way of ensuring suitable student supervision at all times. These include:

- All staff having up-to-date Level Two First Aid training
- Suitable First Aid facilities and equipment is available having regard to the nature of the activities being undertaken (see also First Aid Policy)
- Accidents and incidents involving students, staff and/or equipment are promptly dealt with through appropriate treatment, intervention and/or reporting
- All staff members other than administrative staff will perform supervision duties each week
- The Deputy Principal will be responsible for developing a weekly Student Supervision Roster
- There will be a minimum of four staff members rostered onto supervision across identified areas during all breaks
- A staff member will be rostered to supervise the front of the school from 8:45am until 9:15am, and from 12:00pm (half-days) and 3:00pm (full days) until all students have safely exited school for the day

## Classroom Principles

Within classrooms, teachers are responsible for the supervision of students in conjunction with wellbeing staff and classroom learning assistants (when either are present within the classroom). This includes consideration for:

- Classroom staffing ratios will generally be between 1:4 and 1:10 (including teacher, wellbeing staff and classroom learning assistants)
- Age and developmentally-appropriate supervision having regard to the nature of the activities being undertaken
- Proper use of any plant and equipment
- Proper handling of any hazardous substances
- Proper use of relevant protective equipment

## Electives and Regularly Planned Activities

- Supervision ratios for all activities will, at a minimum, comply with the ratios stipulated by the Victorian Department of Education and Training, but will take into consideration the individual needs of each student (possibly 1:1 as per their ILP, Emotional Regulation Plan and Individual Safety Plan)
- Supervision ratios for specific activities and electives, Participation Program, Play, Sport and Art will be a maximum of 1:6, and Cooking 1:4

## **Incursions**

- Supervision ratios for will take into consideration the individual needs of each student during activities that may require additional levels of support (possibly 1:1 as per their ILP, Emotional Regulation Plan and Individual Safety Plan)

## **Supervision of Students with External Providers**

- Supervision ratios for students while at an External Provider (e.g. another school or TAFE) will be a maximum of 1:6 and will take into consideration the individual needs of each student (possibly 1:1 as per their ILP, Emotional Regulation Plan and Individual Safety Plan and ability to cope with the alternate environment and expectations)
- Parents/Carers/Families are informed of supervision arrangements and are made aware that students who attend may not be supervised in the same way that is typical during the day at school

## **Supervision of Students During Vehicle Travel**

- In school vehicles a minimum of two staff members will supervise when student numbers exceed three in a single vehicle
- On public transport (eg. Trains) supervision ratios will be 1:6 but will take into account each student individual needs (possibly 1:1 as per their ILP, Emotional Regulation Plan and Individual Safety Plan and ability to cope with the alternate environment and expectations)

## **Camps and Excursions**

- For all excursions and camps the staff organising the trip will ensure that an appropriate number of staff members are available to supervise the students attending. This will be checked via the Operational Leadership Team as part of Risk Registers and Excursion/Camp documentation
- Supervision ratios for camps and excursions will take into account ratios stipulated by the Victorian Department of Education and Training. The safety and support of all students requires ratios of at least 1:4 or 1:3 (or 1:1 as per their ILP, Emotional Regulation Plan and Individual Safety Plan and ability to cope with the alternate environment and expectations)

## **Implementation**

This policy is implemented through a combination of:

- Staff training
- School leadership planning and delegation
- Effective communication and incident notification procedures
- Effective record keeping procedures
- Initiation of corrective actions (where necessary)

### **Relevant Documentation and Resources**

- Child Safety Policy
- Staff Code of Conduct
- Victorian Department of Education and Training – Student Health and Safety  
[www.education.vic.gov.au/school/principals/health/Pages/default.aspx](http://www.education.vic.gov.au/school/principals/health/Pages/default.aspx)
- Child Safety with External Providers Policy