



BULLI PUBLIC SCHOOL

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Care and Supervision Plan

Rationale

It is crucial that every school and staff member actively provides for the protection, welfare and safety of students. Ensuring the protection, welfare and safety of each student helps create the foundation for an effective learning environment.

At Bulli Public School, the care and supervision of every student is the first and most important priority of each staff member. All school activities are conducted on the premise that the school provides a caring, safe, supportive and educationally stimulating environment so every student learns to his/her potential. It is expected that all staff, whether permanent, casual or temporary, will actively and professionally contribute to achieving this premise.

At Bulli Public School, all students, staff, parents/carers and visitors have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, Bulli Public School promotes, expects and maintains a high standard of student behaviour. The application of school rules and expected standards of behaviour in the classroom, in the playground, in and around the school grounds and at all school activities, both within and outside the school premises, fosters positive and respectful relationships between all members of the Bulli Public School community.

This Plan should be read in conjunction with the Bulli Public School Student Welfare & Discipline Policy.

Principles

The terms of settlement between the NSW Department of Education and the NSW Teachers Federation on the *Care and Supervision of Students* recognises:

- the duty of care owed by the Department through its staff to students.
- the Principal and teachers have a responsibility for the protection, welfare and safety of students in school grounds when the school is open.
- parents/carers (inclusive of guardians and legal guardians), students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students in travelling to and from school. The Principal and teachers have an educative role to assist in providing for the welfare and safety of students in travelling to and from school.
- the commitment of teachers and the Department in providing a safe learning environment for students.
- the goodwill of teachers in providing a range of extra curricula activities for students.
- the need for supervision arrangements to have regard for the wide range of responsibilities of teachers including timetabled class time, preparation, professional development and administrative tasks.

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Definitions and Background Information

Duty of Care

The duty of care to students owed by the Department and its teachers arises directly from the special relationship between teachers and students.

Duty of care is the duty to take reasonable measures to protect students against risk of injury that could reasonably have been foreseen. The duty of care has been expressed by the courts as requiring teachers to take such measures as in all the circumstances that are reasonable to prevent injury to the student. The duty is not to ensure that there is no injury but to take reasonable care to prevent injury that could reasonably have been foreseen. The duty of care also includes the prevention of a student injuring other students, staff or members of the public and protecting students in their care from sexual, physical and emotional abuse and/or neglect and from improper conduct of a sexual nature by staff.

This duty of care is to be exercised by teachers during school hours, and before and after school hours when students are in the school's care and the school has assumed responsibility for, and supervision of, students. Duty of care to students also applies during all activities and functions that have been arranged by the school where students are in the care of the school and teachers.

This duty of care will arise whenever a teacher/student relationship exists. In the instance of playground supervision, the following apply regarding this duty of care:

- A teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher's care from risk of harm that the teacher could reasonably have foreseen. This requires not only protection from known hazards but also protection from those that could foreseeably arise and against which preventative measures could have been taken.
- A higher standard of care is required for younger students and those with disabilities. Generally speaking, the less experienced the student, the higher the standard of care is expected to be exercised.
- A teacher's duty of care will arise whenever there is a teacher/student relationship and not just when the teacher is assigned for supervision duties eg if a teacher walks through the school grounds or buildings and becomes aware of a situation that is putting students at risk, the duty of care would require taking reasonable steps to rectify the situation.

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School Day

At Bulli Public School, work hours are from 8.30am until 2.55pm, although staff may be required to attend meetings for one half hour before and/or one and one half hours after these times. These times are in accordance with the Department's guidelines regarding work hours for staff in schools. The hours of duty as specified in regulations, determinations, handbooks and legislation are:

Teachers are required to be on duty at their schools half an hour before school work begins in the morning and may be required to be present, if thought necessary by the teacher in charge of the school, for half an hour after the dismissal of the school in the afternoon. Where special circumstances arise that, in the interest of the school, necessitate attendance beyond these hours, the attendance of the staff may be required. (*Department Legal and Professional Responsibilities of Teachers*)

Active Supervision

Active supervision is the professional expectation of being mobile and visible within the designated area of supervision, whether it is a classroom, Library, playground area, playground equipment, toilets, school camp or excursion etc.

Active supervision requires one to be alert to identified students (behaviour, medical, disability) and danger or high-risk zones (toilets, out of bounds, concrete surfaces, ramps, slopes, poles, muddy and wet surfaces).

Active supervision requires a practical understanding of the importance of conveying and reinforcing a consistent message to students through the implementation of the Bulli Public School Student Welfare and Discipline Policy encompassing our social skills program and the Bulli Public School Anti-bullying Plan.

Responsibility of the Principal

The responsibility of the Principal is to ensure that a care and supervision plan is in place for all students in the school and that all members of the school community are aware of this plan (website access) and of their responsibilities.

The Principal is responsible for determining and administering arrangements for adequate playground supervision. Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

Responsibility of Teachers and Members of Staff, including non-teaching staff (School Administrative Manager (SAM), School Administrative Officer (SAO), School Learning Support Officer/s (SLSO/s), and General Assistant (GA))

As a legal, moral and ethical condition of their employment, teachers and staff must provide effective supervision of students at all times during the teaching and learning process; in the classroom, in the playground, in and around the school grounds and at all school activities, both within and outside the school premises, The SAM, SAO, SLSOs and GA have designated roles within the school that relate to their specific duty of care responsibilities.

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Responsibilities of Students

Students have a responsibility to do their best at all times, participating fully in their learning and all school activities and programs. They have a responsibility to:

- obey the school and classroom rules.
- be polite and respectful at all times.
- play safely and fairly in the designated areas.
- not deliberately injure other students.
- use play equipment safely.
- look after school property.

All members of the Bulli Public School community will fulfil their responsibilities so that our school's core values of *Respect, Responsibility, Friendship, Safety and Achievement* and our school motto *E tenebris ad lucem* (From Darkness to Light), are reflected within the school's ethos and culture.

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In meeting the duty of care, the Principal is responsible for determining arrangements for the effective supervision of students in the school grounds during the period one half hour before school work begins in the morning, taking into account the risk of harm to students and the workload of teachers.

Supervision Instructions and Designated Playground Areas

When students are in the playground they are under the supervision of the assigned teacher as per the Playground Duty Roster. All teachers receive a copy of the Playground Duty Roster and must display it prominently in their classrooms. Copies are also displayed in the school office and staffroom. While on playground duty, teachers are to exercise their duty of care and engage in active supervision.

Times of Playground Duties (i.e. direct supervision)

8.30 - 8.55am	Before school: one teacher
10.55 - 11.20am	Recess: two teachers (K-2 and 3-6)
12.50 - 1.15pm	Lunch 1: two teachers (K-2 and 3-6)
1.15 - 1.40pm	Lunch 2: two teachers (K-2 and 3-6) Library: when open
2.55pm	Home time: <ul style="list-style-type: none"> • Block C classes are escorted to the COLA then supervised by their class teacher until collected by parents/carers • Block B classes are supervised by their class teacher until collected by parents/carers • Years 3-6 teachers monitor students as they leave the classroom environment • Bus duty: one teacher escorts students to bus stop on Hobart St • Parents/Carers must supervise own children in the playground once students have been dismissed from school

Supervising teachers must ensure:

- students do not go into out of bounds areas (see attached map).
- students use the toilets in a sensible and safe manner.
- students use play equipment (eg balls, trucks) in a safe manner.

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In wet weather, the Wet Weather Roster states the staff, location and times for teachers to perform their duty. All teachers receive a copy of the Wet Weather Roster and must display it prominently in their classrooms. Copies are also displayed in the school office and staffroom. While on wet weather duty, teachers are to exercise their duty of care and engage in active supervision.

Before School 8.30 – 8.55 am

- Direct teacher supervision will commence at 8.30am on the asphalt area bounded by Haig Rd and the hall. Students may also access the bathrooms from 8.30am.
- Prior to 8.30am, students who are on the school premises are not required to be supervised by teachers and enter the school grounds at their parent's/carer's risk if they are not under direct parental/carer supervision. Students at school prior to 8.30am will sit on the seats underneath the Covered Outdoor Learning Area (COLA).
- During light rain, students will be supervised under the COLA and hall COLA. In heavy rain and from 8.40am, students will be directed to their classrooms for supervision by a class teacher.
- When the morning bell sounds at 8.30am, students who are at school will be guided by the duty teacher to place their bag in their classroom's bag area and return directly to the supervised playground area. Students who arrive after 8.30am will place their bag in their classroom's bag area and proceed directly to the supervised playground area.
- Students travelling to school by bus will alight from the bus and proceed directly into the school grounds via the closest main entrance.
- Students may play quiet, non-running games and handball during this time.

Recess 10.55 - 11.20am

10.55 - 11.05am

- K-2 students will eat recess on the seats underneath the COLA.
- 3-6 students will eat recess on the asphalt bounded by the seats and hall.
- Both groups will be supervised by the recess duty teachers.

11.05 - 11.17am

- Students will play in the 3-6 playground and asphalt area.
- Both groups will be supervised by the recess duty teachers with the K-2 teacher supervising the fixed playground equipment while K-2 students use it.
- Students may play with small toys brought from home and handball during this time.

11.17am

- The bell will sound for students to walk to the bathrooms then the assembly area underneath the COLA. Students may walk directly to the assembly area.
- The 3-6 recess duty teacher will supervise the bathrooms, ensuring all bathrooms are empty before proceeding to the assembly area.
- The K-2 recess duty teacher will supervise the assembly area.

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Lunch 1 12.50 - 1.15pm

12.50 - 1.05pm

- K-2 students will eat lunch on the seats underneath the COLA.
- 3-6 students will eat lunch on the asphalt bounded by the seats and hall.
- Both groups will be supervised by the Lunch 1 duty teachers.

1.05 - 1.15pm

- K-2 students will be escorted to play in the K-2 playground. Playground toys supplied by the school are permitted during this time.
- 3-6 students will play in the 3-6 playground and asphalt area.
- Both groups will be supervised by the Lunch 1 duty teachers.
- Students may play with toys brought from home, handball and large ball games during this time.

Lunch 2 1.15 - 1.37pm

- K-2 students will continue to play in the K-2 playground. Playground toys supplied by the school are permitted at this time.
- 3-6 students will continue to play in the 3-6 playground and asphalt area.
- Both groups will be supervised by the Lunch 2 duty teachers.
- The Equipment / Detention duty teacher will supervise the fixed playground equipment located in the 3-6 playground.
- Students may choose to attend the Library (when open) where they will be supervised.
- Students may play with toys brought from home, handball and large ball games during this time.

1.37pm

- The bell will sound for students to walk to the bathrooms then assembly area underneath the COLA. Students may walk directly to the assembly area.
- The K-2 Lunch 2 duty teacher will supervise the bathrooms, ensuring all bathrooms are empty before proceeding to the assembly area.
- The 3-6 Lunch 2 duty teacher will supervise the assembly area.

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Toilet Supervision

Toilets are NOT a play area. Students are encouraged to use the toilets before school and during the two eating/play sessions thereby avoiding the need to go during class time. These messages are given to students regularly at assembly and in their classrooms.

During class time, any student needing to use the toilet must seek permission from the teacher. The teacher will then organise a partner to accompany the student. Students absent from the room must have their name recorded on the door whiteboard as a register of students not in the classroom in case of an emergency. The names must be removed when the students return to the classroom.

At the commencement of eating time and/or upon entering the eating area, students may attend the toilets that are monitored by the 3-6 duty teacher. During eating time, students must seek permission from the duty teacher to attend the toilet. During play sessions and at the end of the session, the K-2 playground duty teacher will monitor the toilets. At the end of the play session (Recess and Lunch 2), the designated duty teacher will ensure there are no students in the bathrooms before proceeding to the assembly area.

During Wet Weather, with teachers and students in classrooms, students are to be sent with a partner to the bathroom. Ideally, students will not attend the bathroom during the break but will seek the teacher's permission once the break has ended and class resumed. The teacher may elect to take their entire class to the bathroom once the break has ended.

After School 2.55pm

- Students are dismissed from classrooms at 2.55pm.
- Students are not permitted to leave the school grounds or sporting venues before normal school finishing time unless signed out at the office by a parent/carer or authorised guardian. Leaving early impacts a student's learning and is therefore not encouraged.
- When parents/carers are not collecting their child/ren, they are to inform the class teacher or administration staff of the alternative arrangements.
- Block C classes are escorted to the COLA then supervised by their class teacher until collected by parents/carers.
- Block B classes are supervised by their class teacher until collected by parents/carers.
- Students attending after school care meet the after school care staff under the COLA. Once in attendance, designated after school care providers supervise students.
- Students in Years 3-6 are permitted to walk home. Students should proceed directly to the nearest designated exit point. Students crossing the Princes Highway are to cross at the pedestrian lights on Hobart St then walk along the overhead walkway over the Princes Highway.
- It is recommended that K-2 students are collected by an adult carer although they may walk home in the care of an older sibling.
- Students catching the bus will assemble under the COLA and proceed with teacher supervision to the bus stop in Hobart St. The duty teacher supervises students as they enter the bus, reminds them to stay seated then observes the bus departing.
- Students who have completed and returned their Riding to School Policy, will be issued with a Riding to School licence. These students must strictly adhere to the rules / guidelines set out in the Riding to School Policy.

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- Any child/ren not collected by their parents/carers are taken to the office foyer where they will be supervised until collected. The administration staff/Principal/teacher will contact parents/carers who are late collecting their child/ren. The emergency contacts will be contacted if the main carers do not respond.
- Cars are not to enter or leave the school grounds between 8.30 am and 3.15 pm unless it is an emergency or maintenance vehicle, a driver displaying a current disabled parking label or staff attending professional development courses or on school business.
- Students should not remain in the school playground following school unless under parental/carer supervision. Students are not permitted to play on the fixed playground equipment unless supervised by a parent/carer. The school does not take responsibility for accidents on school grounds after 2.55pm.

Pedestrian Crossing

- The pedestrian crossing on Haig Rd is supervised by a crossing supervisor who is trained and employed by NSW Roads and Maritime Services. The crossing is supervised from 8.00 - 9.30am and 2.30 - 3.30pm.
- Students and parents/carers, if applicable, must use the pedestrian crossing to cross Haig Rd. Reminders are placed in the newsletter with direct information passed onto parents/carers and students when required.

Main Exit Points and Car Park

- Haig Rd: gate at pedestrian crossing; gate south of pedestrian crossing; gate north of pedestrian crossing. The pedestrian crossing must be used by all persons crossing to the western side of Haig Rd.
- Eastern gate at Princes Highway
- Southern gate at Hobart St (mostly used by students moving to bus)
- Driveway and car park at Haig Rd: Students and parents/carers are NOT to use the school driveway for either vehicle or pedestrian access. Parents/Carers and students are not permitted to walk through the car park.
- NO parent/carer should be parking or driving into the school grounds between 8.15am and 3.15pm. (Exception: disabled parking is located in the car park in the first available space.) Vehicles must reverse into the care space.
- Parents/Carers and students must not walk through the staff car park in accordance with Safety Alert No. 69 – Vehicle access and usage on school grounds (Health and Safety)

General

- Students should not be in classrooms before or after school, recess or lunch unless directly supervised by a teacher or have been issued with a Building Pass by the playground duty teacher.
- Students on the premises after the 2.55pm bell must be under direct parental/carer supervision.
- All children should have a raincoat in their school bag at all times to enable ease of movement throughout the school during wet weather.

Special Events

All special events, outside of school require the organising teacher to prepare and submit to the executive for approval, a risk assessment and a Variation of Routine (VoR) as part of event planning. Special events held within the school require a VoR if the normal school day is disrupted. They also may require a risk assessment if requested by the executive (eg involvement of external providers). The VoR must contain information regarding duty changes. Once approved by the Principal/executive, the risk assessment and/or VoR will be distributed to affected staff and administration staff, with a copy displayed in the staffroom.

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Excursions

Teacher duty of care continues to operate during all school excursions, camps or school organised programs. All arrangements should take into account the number, maturity, special needs and gender of those students participating. No student is to attend an excursion without written permission from their parent/carer. Accompanying teachers must have completed emergency care training and at least one accompanying teacher must have completed CPR training. In the case of overnight excursions (eg camp) and those near or involving a body of water, all accompanying teachers must have completed CPR training.

Whole school activities and teaching and learning activities

Students are to be appropriately supervised during all teaching and learning activities that occur within classrooms, within the school grounds, at sporting venues and other locations of teaching and learning activities such as excursions. During teaching and learning time, students are under the supervision of the assigned teacher as per the whole school timetable.

If students need to leave the room during class time (eg to use the bathroom, attend the office or deliver messages to other classrooms), they must be accompanied by another student. Students absent from the room must have their name recorded on the door whiteboard as a register of students not in the classroom in case of an emergency. The names must be removed when the students return to the classroom.

Procedures for treating sick and injured children

Sick and injured children have a priority in terms of duty of care above other children.

Sick children

1. After the initial report, observation of and/or discussion about symptoms, the classroom or supervising teacher arranges for the child to be taken to the school office.
2. The School Administrative Manager or Officer assesses the student and either:
 - the child is retained and monitored.
 - If improvement is shown and it is determined that the condition allows, and the child agrees, he/she returns to class with a message for the teacher to monitor then return the child and inform office if symptoms recur.
 - If no change in condition is noted and return to the classroom is not possible, the parent/carer/emergency contact is notified to collect the child. If not able to be contacted, the child remains and is monitored.

OR

- the parent/carer/emergency contact is immediately informed that child should be collected and if parent/carer deems it necessary, taken for medical diagnosis.

OR

- emergency services are contacted and the parents/carers informed.

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Injured children

1. All injuries no matter how slight should be reported to, and checked by, a teacher with initial action taken to either:

- Reassure and comfort child that the injury is so slight it does not require first aid eg child has fallen over but no grazing, bruising or swelling is evident and child recovers quickly.

OR

- If there is an observable injury - bleeding, swelling, bruising, pain and continued distress, then the child should either be taken by a staff member (if another is in playground or classroom) or older, responsible student to the administration office for attention.

OR

- If the child cannot and should not be moved, a message is sent via walkie-talkie seeking assistance to attend the child. An older, responsible student should also be sent to the office with a verbal message. **If a serious sprain/fracture/head/neck/spine injury is suspected, THE STUDENT SHOULD NOT BE MOVED UNLESS IN FURTHER DANGER.**

2. The School Administrative Manager or Officer assesses the student and either:

- the child is retained and monitored.
 - If improvement is shown and it is determined that the condition allows, and the child agrees, he/she returns to the classroom or playground with a message for the teacher to monitor then return the child and inform office if symptoms recur. If possible, the class teacher should notify the parent/carer at the end of the day.
 - If no change in condition is noted and return to the classroom or playground is not possible, the parent/carer/emergency contact is notified to collect the child.

OR

- the parent/carer/emergency contact is immediately informed that child should be collected and if parent/carer deems it necessary, taken for medical diagnosis.

OR

- emergency services will be contacted if Principal or executive determines it is necessary. The parents/carers will be informed.

- All head, neck and spinal injuries are to be treated as serious and the Principal/executive informed even if there is no obvious injury. Parent/Carer must be informed of any injuries to the head, spine and neck.

- For serious accidents such as those requiring external medical attention (eg broken bone), an ACCIDENT REPORT must be completed by the supervising teacher and submitted to the Principal as soon as possible after the injury was incurred.

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Students requiring medication

- Students who require a prescribed medication to be administered at a specific time, must have their parents/carers complete the appropriate form and attend the office to be issued their medication by the School Administration Manager / Officer as prescribed. A register of administration will be maintained.
- Students who require a prescribed medication to be administered as required (eg asthma and anaphylactic medication), must have a Health Care Plan completed by their doctor and attend the office to be issued their medication by the School Administration Manager / Officer. If the student is unable to be moved, the medication will be issued in the location. A register of administration will be maintained and a note informing the parent/carer will be issued to enable the family to monitor usage.
- All staff administering prescribed medication must have completed online training as supported by the Department.

Work Health & Safety (WH&S)

Bulli Public School expects the staff, students, parents/carers and visitors to the school (eg Religious Education teachers), to advise the Principal of any areas they identify as unsafe or pose a risk of injury eg fallen branch, damage to equipment etc. A hazard report form (available in the staffroom and on the school's intranet) must be completed and handed to either the Principal or a WH&S Committee member for timely action. The weekly executive and staff meeting agendas include WH&S as an item for regular discussion. The Principal will also regularly monitor the school with the WH&S committee members, cleaning staff, General Assistant and the Department's Assets Officer.

Staff will also undertake mandatory training in Emergency Care, Cardio Pulmonary Resuscitation, Asthma, Anaphylaxis and Prescribed Medication in accordance with Department guidelines. Training will be registered as part of WH&S documentation.

Casual Teacher Induction Program

For casual teachers visiting our school on a day to day basis and who may have taught in several different schools, it is critically important to induct and convey Bulli Public School's procedures, expectations of student care and supervision, as well as daily organisation (see Casual Induction handout). One important expectation is not only to check toilets whilst on duty in the K-2 playground but also at the end of the break to determine that there are no students in the bathroom.

Care and Supervision Plan

Review

The Principal and staff at the school are in the best position to identify reasonably foreseeable risks and establish arrangements that are reasonable to protect students against injury.

The Principal is responsible for the development, implementation and evaluation of the Care and Supervision Plan in consultation with staff. A feature of this consultation should be fairness and equity. The Principal should consider the views of students and the parent/carer bodies in the development of this Plan. The Bulli Public School Care and Supervision Plan will be reviewed in conjunction with the school's Student Welfare and Discipline Policy and as part of the Work, Health and Safety annual review.

The review of the plan should be based on a comprehensive assessment of risk, taking into account factors relevant to the school such as:

- the age, number and nature of students
- the starting and finishing time of classes
- the layout and terrain of the school grounds
- proximity of play areas to busy roads; fixed playground equipment
- climatic conditions
- the activity being undertaken
- emergency situations
- potential hazards
- transport arrangements
- the duties and workload of individual teachers.

Review date: Term 4 2018