**1. Policy**

At Ozford, our duty of care towards our students is of utmost importance. The policy and procedures outlines the specific responsibilities to staff members to undertake student supervision, to protect students from reasonably foreseeable risks of injury including hazard that:

- are known
- could have been foreseen and prevented.

For safety reason, some building rules apply. Some areas of the building are considered out-of-bounds.

**2. Procedures**

All teachers are required to conduct a building supervision duty on a roster of the semester. This involves patrolling the school building, ensuring students safety and building security.

The following general procedures regarding building supervision should be noted:

- Staff rostered for a designated duty is required to be on time and vigilant with supervision in their area. If for any reason a member of staff is unable to do their duty, it is their responsibility to arrange a substitute/swap in advance or to notify the High School Coordinator.
- Staff are to remain on duty until the oncoming staff member relieves them.
- It is important for staff on duty to continually move around their area of supervision while monitoring student activities at all times.
- At the end of their duty, teachers on duty are to ensure that the area is free of rubbish.
- **Incidental supervision** – it is expected that all staff members maintain informal, casual and visual surveillance of building areas within their view and act on incidents that are unsafe with a view to preventing student injury.

**3. Supervision responsibilities before and after school**

This table identifies supervision responsibilities.

<table>
<thead>
<tr>
<th>Who</th>
<th>Are responsible for</th>
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<tbody>
<tr>
<td>Parents/ guardians</td>
<td>the care and supervision of students:</td>
</tr>
<tr>
<td>/care-givers</td>
<td>- travelling to and from school</td>
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<td></td>
<td>- outside the times of school supervision before and after school.</td>
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<tr>
<td>High School Coordinator</td>
<td>ensuring:</td>
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<td>- teachers supervising are not called away for other duties without alternate supervision being arranged</td>
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</table>
4. Supervision in specific circumstances

This table lists supervision requirements/considerations for specific circumstances.

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>Guidelines</th>
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<tr>
<td>Recess and lunch times</td>
<td>Students are supervised during recess and lunchtime. For students who seek to leave school premises during lunch or recess, procedures are in place to monitor the movements through a register.</td>
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<tr>
<td>Outside school grounds</td>
<td>Supervision for senior secondary students leaving the school during school hours to engage in educational, sport or other activities is based on the nature of the activities.</td>
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<tr>
<td>Swimming Pools</td>
<td>Students are supervised at all times while using a swimming pool (including if a swimming pool is owned by a school, privately or by the municipal council).</td>
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<tr>
<td>Visiting Speakers/Instructors</td>
<td>Visiting speakers do not have the authority to supervise students in schools. Teachers will supervise their students during a presentation from a guest speaker.</td>
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<td>Science Lab classes</td>
<td>Students are supervised at all times while travelling to Holmesglen and back and during classes.</td>
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<tr>
<td>School Camp</td>
<td>Students are supervised by teachers and qualified camp staff at all times while at the school camp.</td>
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</tbody>
</table>

Out of School Register
All students who are under 18 years old must sign out and sign back in when they leave the school building during lunchbreak.

<table>
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<tr>
<th>Date:</th>
<th>Name:</th>
<th>ID No:</th>
<th>Destination:</th>
<th>Sign out time:</th>
<th>Sign in time</th>
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