



## Gippsland Grammar School Supervision Policy

Gippsland Grammar has a duty of care to look after the safety and wellbeing of students attending the School or boarding at Blackwood House. Supervision is one of the key elements in exercising this duty of care and preventing injuries to students during the course of School and Blackwood House related activities.

Staff are required to exercise their supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury and other forms of risk through:

- provision of suitable and safe premises;
- provision of an adequate system of supervision;
- implementation of strategies to prevent bullying; and
- ensuring that medical assistance is provided to a sick or injured student.

### Purpose

The purpose of this Policy is to assist the School in providing a safe environment for students at all times while in the care of the School, including when boarding at Blackwood House.

### Policy

The School will arrange for student supervision according to school needs.

The Heads of Campus will ensure staff are aware of their responsibilities to supervise students during school times as well as before and after school.

The Head of Boarding will ensure Blackwood House staff are aware of their responsibilities to supervise students at appropriate times before, during and after school (whilst taking into account that boarding provides students with an opportunity to develop a responsible degree of independence).

Specific responsibilities will be allocated to staff members to undertake student supervision, as determined by the needs of the School, to protect students from reasonably foreseeable risks of injury including known hazards.

For more information regarding Blackwood House, refer to the Blackwood House Boarding Handbook.

For the School's supervision practices on camps, local and international excursions, refer to the School's Excursions Policy and Study Tours Policy.

### Supervision

Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regards to:

- Their age, skill and experience;
- Any physical and/or intellectual impairments;
- Existing medical conditions;
- Known behavioural characteristics; and
- The nature of activities being undertaken and hazards.

Appropriate supervision will be provided at the following times:

Campus	Time
Garnsey	<ul style="list-style-type: none"><li>Before School from 8:30am, Monday to Friday.</li><li>After School until 3:50pm, Monday to Friday.</li><li>Supervision will be provided for Garnsey students in the ISC until 5:30pm, Monday and Wednesday and until 4:30pm on Tuesday, Thursday and Friday.</li></ul>
St Anne's	<ul style="list-style-type: none"><li>Before School from 8:30am, Monday to Friday.</li><li>After School until 3:50pm, Monday to Friday.</li></ul>
Bairnsdale	<ul style="list-style-type: none"><li>Before School from 8:30am, Monday to Friday.</li><li>After School until 3:50pm, Monday to Friday.</li></ul>
Blackwood House	<ul style="list-style-type: none"><li>All times when students are likely to be attending Blackwood House.</li></ul>

Where a student has been involved in a School event or rehearsal outside of normal school hours, for example music rehearsals or sports training, the relevant teacher or member of staff will remain with the students until they have all been collected, returned to Blackwood House, or caught their bus.

The School will ensure that:

- parents/guardians are regularly informed about supervision available before and after School;
- parents/guardians of boarders are regularly informed about supervision available at Blackwood House;
- sufficient staff are available to supervise the departure of non-boarding students at the end of the School day;
- sufficient staff are available to supervise boarders at Blackwood House;
- supervising staff receive first aid training as required;
- supervising staff are not called away for other duties without alternate supervision being arranged; and
- accidents and incidents occurring during supervised times are reported to the School in accordance with its policies and procedures.

### **Playground supervision**

The School ensures that a suitable number of staff are on Yard Duty during non-class time to supervise students, and has yard duty rosters for this purpose. For further details on the School's playground supervision practices, refer to the Playground Policy.

### **Supervision of Students Crossing Roads, Catching Buses, and Alighting Vehicles**

#### Whole school

We ask that parents/guardians brief students on safety when commuting home and that all students exit the School from designated gates at the end of the day.

Students should always look both ways before they cross the road, and use pedestrian crossings to promote their safety. Where possible, students should avoid commuting home after school alone.

Students must take care when travelling home via the bus. Students catching School and government buses will be supervised by a member of staff prior to departing and until the last bus has departed. Students must only travel on their assigned bus and wear a seatbelt at all times.

Students who are collected late from School are asked to wait at a designated area (as applicable per campus).

In the event that a student has missed the bus or is otherwise not collected from School, they should report to Reception. Reception is open until 5:00pm and can contact the student's parent/guardian.

### Garnsey campus

At the end of a School day, students who live on the Maffra side of the School may cross Dawson Street if walking or riding home. We ask that parents brief students on safety, that they exit out the Dawson Street gate and that they use the verge on the Showgrounds side of Dawson Street when walking.

Pick up in Dawson Street, must be adjacent to the School boundary fence; we do not want students crossing Dawson Street to be collected in the No Standing zone that extends along Dawson Street on the Sale Showgrounds side.

Duty teachers will supervise the exit onto Dawson Street until the cars are no longer queuing to collect students.

Students being collected from School after 3:50pm are asked to wait in the ISC until they are picked up. If students are being collected after the ISC opening hours, we ask that they wait on the seats directly outside the ISC on McGhee Street. There will be no direct supervision provided outside after 3:50pm.

Students catching the Late Bus on a Monday or Wednesday afternoon are asked to wait in the ISC for the bus, or will be supervised by staff responsible for the activity they were involved in until the bus departs.

Students who are involved in an activity organised by the School will be supervised by the teacher responsible until they are collected.

### **Implementation**

This Policy is implemented through a combination of staff training, effective record keeping and initiation of corrective actions where necessary.

### **Review**

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Kate Arnup	13 August 2018	13 August 2018	
2	Kate Ray	18 December 2020	21 December 2020	All
3	Leisa Harper	July 2021	July 2021	Various to clarify supervision practices at Blackwood House