



Fitzroy Community School

Student Supervision Policy

Purpose:	<p>To establish the understanding that the school owes all students a duty of care to take reasonable measure to protect them from reasonably foreseeable risks of injury and harm, and that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care.</p> <p>To establish the responsibilities of staff in relation to student supervision at FCS.</p>
Scope:	Principal, Staff
Implemented by:	Principal, Staff
Approved by:	Board
Date Endorsed:	September 2025
Reviewed:	Every three years or as regulatory changes arise or improvements are identified through internal review.
Communicated via:	School website, staff induction, staff meetings, Enrolment Agreement

At Fitzroy Community School (FCS), we believe that every student has the right to experience a safe and secure school environment.

All staff members at FCS have a duty of care for the students attending the school or participating in on-line and off-site activities and must take reasonable measures to protect them from risks of injury and harm that should have been reasonably foreseen. At FCS all staff are expected to be attentive to student needs and monitor physical, social and emotional behaviours. The school recognises that greater measures may need to be taken for younger students and students with disabilities.

Excursions, incursions and camps are seen as an integral part of the school's curriculum and on a regular basis students participate in excursions, camps and other activities external to the school where the same duty of care is extended.

This policy outlines implementation guidelines to inform staff about how to satisfy that duty of care in all of these settings.

On-Site Supervision Guidelines

- One or more staff members will be alert to student activities before and after school during published operating hours.
- One or more staff members will be alert to student activities after school until such time as all students have been collected or have departed from school.
- One or more staff members will be alert to student activities during both in-class time and out-of-class times and will circulate all areas of the school to ensure monitoring of student activities.
- A staff member qualified in first aid will always be available during school hours.
- School rules and boundaries are communicated and agreed to at whole-school Morning Meetings, with reminders provided to students as appropriate.
- During class time if students are not in class, they are to remain on the premises.
- Students are not allowed to leave the school between school start and finish times unless in the care of a parent/carer/guardian.
- Teachers are to assess online environments to ensure they maintain student safety.
- Administration staff and Teachers will be aware of visitors to school grounds and provide appropriate supervision of visitors and volunteers engaged in child-related or child-connected work.
- At the end of the school day one or more staff members will be available and will remain on-site until all students are picked up by parents/carers/guardians or make their way home by bike, foot or public transport.

On-Site Supervision responsibilities include:

The Principal is responsible for establishing and implementing a system for supervision that is shared amongst staff, taking into account the number of students being supervised, the type of activity being undertaken, the age, competency and vulnerability of students involved, the levels of visibility of students on the premises and the nature and condition of any equipment and facilities being used.

Staff should:

- Encourage students to keep the school grounds tidy.
- Administer first aid when required and seek external medical assistance if appropriate.
- Remind students of the school rules and boundaries.
- Apply the Behaviour Management Policy when appropriate.
- Advise the School Principal of any serious first aid or behaviour management events as soon as practicable after the event.
- Understand and implement any identified risk mitigation strategies as communicated by the Principal.
- Remind students about the Student Code of Conduct when appropriate.
- Remind students about the Digital Technologies Policy and Code of Conduct when appropriate.
- Staff must take care to notice, take action and/or notify the School Principal of any circumstances in relation to the state of buildings or grounds, including things done or omitted to be done to the premises, that may cause injury or harm to any student.
- Direct all visitors and contractors to sign-in on arrival.

- The Principal is responsible for implementing this policy and ensuring Teachers, other staff and volunteers are aware of their responsibilities.

Off-Site Supervision Guidelines

All off-site activities and excursions are supervised by staff.

Level of Care

The level of care for an off-site excursion, camp, or class varies depending on the following criteria:

- Type of activity
- Age of the child
- Venue and local conditions
- Ability of students
- Students with medical conditions or disabilities

The higher the risk, the higher the level of care required. Greater measures may need to be taken for younger students or students with disabilities to discharge the school's duty of care.

Excursions, Activities and Classes Run by a Third Party

From time-to-time, FCS will engage the services of external providers to either run, or assist in the running of excursions, activities, and classes. These external providers may also provide venues and equipment for the activity.

Where an external provider is engaged to conduct, or assist in the running of excursions, or other activities, the duty of care ultimately remains with the school and cannot be delegated to a third party. The engagement of an external provider, no matter what her or his level of expertise, does not release the school from its obligation to ensure the safety of its students who participate in the excursion or activity, including from the risk of abuse and harm.

FCS staff must take all reasonable actions to ensure the safety of students when off-site, including with another provider.

Planning

Prior planning is an important component of a successful and safe activity or excursion. Risk assessments will be completed for off-site activities and camps and must be approved by the Principal or Vice Principal at Brunswick Street campus or Head of Campus or Co-ordinator at Normanby Avenue campus. For any off-site activities which fall into the high or extreme risk category, the Principal must approve the risk assessment prior to departure.

Prior to students attending the excursion, activity or camp, Teachers are responsible for ensuring:

- The Teacher's mobile phone is charged and taken on the excursion or camp

- A designated First Aid Kit is taken on the excursion or camp which includes at least one general use EpiPen
- Individual students' medical management plans and asthma & anaphylaxis kits are packed if appropriate
- Parents' contact details and students' emergency contact details are taken on the excursion or camp
- The excursion, camp or off-site activity is approved by the Principal or relevant person
- A Risk Assessment for excursions, off-site activities and camps has been approved by the Principal or relevant person.

Risk of Bushfire

When planning an off-site activity, Teachers must consider the potential for bushfire in the activity location and any factors which may heighten the risk of danger from bushfire. This will include but is not limited to:

- Natural features of the environment in which the activity is being held
- Transport access
- Time of year
- Weather – prior to and during the excursion
- Fire danger ratings
- Access to emergency warnings, and
- Mobile phone coverage.

For any off-site activity which is in a location at risk of bushfire, an Excursion and Camp Risk Assessment must be completed by the Teacher who is organising the off-site activity and approved by the Principal prior to the day of the excursion.

Insurance

The School Principal is responsible for ensuring the school has adequate insurance cover for the proposed off-site activity.

External Instructors

Occasionally, external instructors are required to either assist the Teacher in charge in an off-site activity or to run the course themselves.

The school will ensure that the instructor has the appropriate qualifications, experience, police clearance, insurance coverage and permits required and hold details of these at the school prior to the excursion. All third-party providers must provide a current Working with Children Clearance in line with the school's Working with Children Policy.

Use of Private Vehicles



When students require transport to participate in school activities, the school's duty of care extends to ensuring that all private vehicles used by parents and staff members on behalf of the school whilst on school excursions adhere to the following guidelines:

- The driver must hold a valid driver's licence
- The vehicle registration must be current
- The number of students transported in each vehicle should not exceed the number of seatbelts fitted and where applicable by law students should travel in appropriate restraints or booster seats provided by parents
- Vehicle drivers will be made aware that the school does not accept liability for any damage to the vehicle while it is used to transport students on school business
- Wherever practicable, a school bus will be used as the primary mode of transport of students.