



Care and supervision plan

The NSW Department of Education is committed to creating quality learning opportunities for children and young people. This includes strengthening their cognitive, physical, social, emotional and spiritual development. Carers entrust their children and young people to principals, teachers and school staff with confidence that schools will deliver on this agenda.

It is the active responsibility of every staff member at Wollongong West Public School to provide for the protection, safety and wellbeing of every student.

Duty of care

The duty of care to students owed by the Department of Education 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 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 or 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 students 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 rise 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 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.

The School Day

At Wollongong West Public School, work hours are from 8:30am until 3:30pm, although staff may be required to attend meetings as decided by the Principal. Our regular hours of duty of care are 8:30am until 3:00pm.

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, 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, messy 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 Wollongong West Public School Wellbeing Policy and the Wollongong West Public School Anti-bullying Plan.

Playground Supervision

In meeting the duty of care, the principal is responsible for determining arrangements for the effective supervision of students.

Supervision Instructions and Designated Playground Areas:

When students are in the playground they are under the supervision of the teacher identified on the Playground Duty Roster that is displayed prominently in 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.

8:30am – 9:00am	Before School: One teacher
11:00am – 11:10am	Lunch: Eating Time: Classroom Teacher
11:10am – 11:30am	Lunch One: Three Teachers
11:30am – 11:50am	Lunch Two: Three Teachers
1:40pm – 2:00pm	Recess: Eating Time: Three Teachers
3:00pm	Home Time All K-2 students to be escorted to the alfresco area by their classroom teacher. All 3-6 students to be dismissed from their corridor.

Teachers will be assigned either a playground or area to supervise.

The lower playground consists of the alfresco area, canteen, toilets, grassed area, COLA and playground equipment.

The mid playground consists of the grassed area, basketball court, hall COLA and assembly area.

The upper playground consists of the top oval.

In alternate weather conditions such as rain, high winds or extreme heat, the Wet Weather roster states the staff, location and times for teachers to perform their duty. While on wet weather duty,
July 2018

teachers are to exercise their duty of care and engage in active supervision.

Before School:

- Direct supervision will commence at 8:30am in the lower playground.
- 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 caregivers risk.

Lunch and Recess:

- Eating time
 - Students will eat in an area determined by their classroom teacher. Class teachers will supervise their class during eating time.
- Playing Time
 - Classroom Teachers will dismiss the students and monitor the placement of rubbish in bins.
 - Teachers will provide supervision in their designated area.
 - Sporting toys may be borrowed, organised by the student sport leaders.
- End of Playtime
 - Teachers on duty will oversee the return of playground equipment and the tidiness of the playground.
 - Teachers on duty will ensure the playgrounds are cleared of all students before leaving the designated area.
 - All children will line up at their designated area following lunch and recess. Teachers will return from their break at the first bell and be providing active supervision of the children when in the corridors.

Toilet Supervision:

- Students are encouraged to use the toilets before school and during the two playing sessions.
- During class time and eating time, any student needing to use the toilet must ask permission from the teacher. Students will use either the disabled toilet in the lower corridor or the Kindergarten toilet in the upper corridor during class time.
- During play time, the teacher assigned to the lower playground duty will monitor the toilets. At the end of the play session, this teacher will ensure there are no students in the bathrooms.

After School:

- Students are dismissed from their classrooms at 3:00pm. K-2 children will be escorted to the alfresco area by their classroom teacher.
- Students are not permitted to leave the school grounds or sporting venues before normal school finishing time without caregiver permission.
- Any child/ren not collected by their caregivers are taken to the administration area where they will be supervised until collected. The administration staff/principal/teacher will contact caregivers who are late collecting their child/ren. The emergency contacts will be contacted if the main carers do not respond.
- Students should not remain in the school playground following school unless under caregiver supervision. The school does not take responsibility for accidents or incidents on school grounds after 3:00pm.

Road Safety

- Caregivers are asked to observe all parking restrictions and road rules, including the 40km speed limit during school drop-off and pick-up times.
- No caregiver or student is to use our school driveway at any time for either foot or vehicle access.
- A teacher will be rostered on to supervise students exiting the Phillips Avenue gates. The teacher will actively supervise students awaiting pick-up, encouraging students to use the pedestrian crossing as needed. The teacher will escort any uncollected students to the office at 3:15pm.
- A teacher will be rostered on to supervise students exiting the school by the Crown Street gate. The teacher will actively supervise the crossing of students at both the Crown Street and Mount Keira Road traffic light crossing points. With written caregiver permission, a child may cross without teacher supervision.

General

Students should not be in classrooms before or after school, recess or lunch unless directly supervised by a teacher.

Special Events

All special events outside of school require the organising teacher to prepare and submit to the Principal for approval, a risk assessment. Special events held within the school may also require a risk assessment, if requested by the Principal.

Excursions

Teacher duty of care continues to operate on excursions, camps or school organised programs. All arrangements should take into account the number, maturity, special need and gender of those students participating. Accompanying teachers must have completed emergency care training and at least one accompanying teacher 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 leave the room during class time (eg, to deliver messages), he/she must be accompanied by another student, with the exception of using an internal toilet.

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 escorted to the administration area.
2. The First Aid Officer assesses the student and either:
 - 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 the office if symptoms recur. A slip will be given to the child to inform caregivers of the nature of the visit to the office.

- If no change in condition is noted and return to the classroom is not possible, the caregiver emergency contact is notified to collect the child. If the caregiver
- emergency contact is not able to be contacted the child remains in the administration area and is monitored.

or

- The caregiver / emergency contact is immediately informed that the child should be collected and if the caregiver deems it necessary, taken for medical attention.

or

- Emergency services are contacted and the caregivers informed.

Injured Children:

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

- Reassure and comfort the child that the injury is slight and does not require first aid.

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, or responsible student, to the administration area for treatment.

or

- If the child cannot and should not be removed, a message is sent to the office via a staff member or responsible student. If a serious sprain, fracture/head/neck/spine injury is suspected, the student should not be moved unless in further danger.

2. The First Aid Officer assesses the student and either:

- 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 the office if symptoms recur. A slip will be given to the child to inform caregivers of the nature of the visit to the office.
- If no change in condition is noted and return to the classroom is not possible, the caregiver emergency contact is notified to collect the child. If the carer is not able to be contacted the child remains in the administration area and is monitored.

or

- The caregiver contact is immediately informed that the child should be collected and if caregiver deems it necessary, taken for medical attention.

or

- Emergency services are contacted and the caregivers informed.
- For serious accidents, such as those requiring external medical treatment, an accident report must be completed by the supervising teacher and submitted to the Principal as soon as possible after the injury occurred.
- Caregivers are to be notified immediately of any neck/head injuries and advised to seek medical attention.

Students Requiring Medication:

- Students who require a prescribed medication to be administered at a specific time, must have their caregivers complete the necessary paperwork and attend the office to be issued their medication by the Administrator of Prescribed Medications as prescribed. A register of administration will be maintained.
- Students who require a prescribed medication to be administered as required (eg. asthma medication), must have a health care plan completed by their doctor and attend the office to be issued their medication by the Administrator. If the student is unable to be moved, the medication will be issued in the location of the student. A register of administration will be

maintained and a note informing the caregiver will be issued to enable the family to monitor usage.

- All staff administering prescribed medication must have completed online training as supported by DoE.

Health and Safety

Wollongong West Public School expects the staff, students, caregivers and visitors to the school (eg. Religious Education teachers), to advise the principal of any areas they identify as unsafe or pose a risk to injury eg. fallen branch. A Hazard Report Form (available in the staffroom) must be completed and handed to the Principal. The weekly staff meeting agenda includes Health and Safety as an item for regular discussion.

Staff will undertake mandatory training in emergency care, CPR, asthma, anaphylaxis and prescribed medication in accordance with DoE guidelines. Training will be registered on E-Safety.

Casual Teacher and Professional Experience Induction Program

For casual and professional experience 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 Wollongong West Public School's procedures, expectations of student care and supervision, as well as daily organisation.

Review

The Principal and staff of Wollongong West Public 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. The Wollongong West Public School Care and Supervision Plan will be viewed in conjunction with the school's Wellbeing Framework and as part of the annual Health

and Safety review.

Review Date: August 2019