



## SUPERVISION POLICY

### 1 THE HAZARD – PLAYGROUND ACCIDENTS

Minaret College and its teachers owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. Refer to Student Duty of Care for more detail. The provision of adequate supervision is fundamental to ensuring that Minaret College meets its duty of care obligations.

### 2 MINARET COLLEGE'S POLICY

Minaret College is committed to providing a safe environment for all our students when they are in the care of the school.

It is our policy that:

- Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:
  - their age, skill and experience;
  - any physical and/or intellectual impairments;
  - existing medical conditions;
  - known behavioural characteristics;
  - the nature of activities being undertaken and hazards
- Supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to [First Aid Policy](#))
- Accidents and incidents are promptly dealt with through appropriate treatment and/or intervention
- Material accidents and incidents are recorded and corrective action implemented where required.

Minaret College has developed the following guidelines with respect to supervision.

### 3 CLASSROOMS

Teachers are responsible for the supervision of their students in their classrooms and in particular should be vigilant to ensure:

- Adequate age appropriate supervision having regard to the nature of the activities being undertaken;
- Proper use of any plant and equipment;
- Proper handling of any hazardous substances;
- Proper use of relevant protective equipment

#### **4 PLAYGROUND SUPERVISION**

Playgrounds are supervised by staff immediately before and after school, during recess and lunch. Serious injuries from accidents in the school playground can occur from inadequate supervision, inappropriate games, lack of maintenance of playground equipment, overcrowded play areas and contamination from dangerous items such as broken glass and syringes. Each hazard has the capacity to pose a risk to the safety of students.

The school has implemented the following preventative measures to minimise the risk of playground accidents and injuries:

- Risks associated with playground accidents are regularly assessed;
- Regular playground inspections are undertaken;
- Any dangerous items such as broken glass or syringes are promptly removed; and
- Playground furniture and equipment is properly maintained.

The school has also created a set of Playground Rules that are communicated to all students. These rules are designed to minimise the risk of playground accidents and injuries.

#### **5 BEFORE & AFTER SCHOOL SUPERVISION**

Whilst the school is committed to ensuring student safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school.

As a general rule, Minaret College provides limited supervision for approximately 25 mins before and after school. Where school activities are arranged before or after school appropriate supervision will be provided for attending students depending on the time and location of the activity.

Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

#### **6 OTHER SUPERVISIONS**

All staff will be rostered to supervise students during daily prayers. Specific instructions and duties will be provided by the person in charge at each sub-school/campus.

Occasionally, staff are required to supervise students in corridors, classrooms, halls or other areas during wet/hot-weather days.

For supervision on excursions refer to our Excursions Policy.

#### **7 FIRST AID**

In the event an accident occurs and a student is injured, supervising staff should follow the procedures as set out in our First Aid policy.

## **8 IMPLEMENTATION**

This policy is implemented through a combination of:

- Staff training
- Playground inspections;
- Staff and student training;
- Effective playground supervision;
- Effective communication and incident notification procedures;
- The availability of first aid facilities;
- Effective record keeping procedures.

The school has also developed a set of related safety policies that may be applicable to incidents and/or accidents that occur in playgrounds, such as Anaphylaxis Policy, Bullying Prevention and Intervention Policy and First Aid Policy.

## **9 DISCIPLINE FOR BREACH OF POLICY**

Where a staff member breaches this policy Minaret College may take disciplinary action, including in the case of serious breaches, summary dismissal.

## **10 RELATED POLICIES**

- Excursions Policy
- Duty of Care Policy
- Bullying Prevention & Intervention Policy
- First Aid Policy
- Student Medical Records Policy

## **DOCUMENT CONTROL**

Doc ID: POL-SWB--08

Version 1.1

Reviewed: March 2022

Approved: March 2022