

# SUPERVISION OF CHILDREN POLICY-SENIOR SCHOOL

## PURPOSE

This policy will provide guidelines to ensure:

- the provision of a safe and secure environment for all students at Melbourne Montessori School
- adequate supervision of all enrolled children is maintained at all times.

Melbourne Montessori School is committed to:

- providing adequate supervision of all enrolled children in all aspects of the School's program
- ensuring all children are directly and actively supervised by educators employed or engaged by Melbourne Montessori School
- maintaining a duty of care to all children at Melbourne Montessori School
- ensuring there is an understanding of the shared legal responsibility and accountability between, and a commitment by, all persons to implement the procedures and practices outlined in this policy.

## SCOPE

This policy applies to the Approved Provider, Principal, Deputy Principal, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Melbourne Montessori School, including during offsite excursions, camps and other learning activities.

1. Principal and Deputy Principal
2. Business Manager
3. Teachers
4. Parents/Guardians
5. Health and Safety Officer

## DEFINITIONS

**Adequate supervision:** (In relation to this policy) **supervision** entails all Senior school children (individuals and groups) in all areas of the School, being in sight and/or hearing of an educator at all times in class and in the playground. The School will comply with the legislative requirements for educator-to-student ratios at all times. Supervision contributes to protecting children from hazards that may emerge in class on excursions or camps, including hazards created by the equipment used.

Adequate supervision refers to constant, active and diligent supervision of every student at the School. Adequate supervision requires that educators are always in a position to observe each child, respond to individual needs, and immediately intervene if deemed necessary. Variables affecting supervision levels include:

- number, age and abilities of children
- number and positioning of educators
- current activity of each child
- areas in which the children are engaged in an activity (visibility and accessibility)
- developmental profile of each child and of the group of children
- experience, knowledge and skill of each educator
- need for educators to move between areas (effective communication strategies)
- permission which has been granted to allow students to go unattended.

**Attendance Record:** Kept by the School to record details of each child attending the School. Attendance will be recorded in the Schools database twice daily (Morning and Afternoon). This is a Department of Education requirement

**Duty of Care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable, foreseeable risk of injury.

**Hazard:** A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of these.

**Incident Record:** Contains details of any incident, injury, trauma or illness that occurs while the child is being educated and cared for by the School. Any incident, injury, trauma or illness must be recorded as soon as is practicable but not later than 24 hours after the occurrence. *Attachment 2* Details required include the:

- name
- circumstances leading to the incident, injury, trauma or illness (including any symptoms)
- time and date
- details of action taken by the School including any medication administered, first aid provided or medical personnel contacted
- details of any witnesses
- names of any person the School notified or attempted to notify, and the time and date of this
- signature of the person making the entry, and time and date of this.

These details need to be kept for the period of time specified in Regulation 183.

**Notifiable incident:** An incident involving workplace health and safety that is required by law to be reported to WorkSafe Victoria. Notification is required for incidents that result in death or serious injury/illness, or dangerous occurrences. For a complete list of incidents that must be reported to WorkSafe Victoria, refer to the *Guide to Incident Notification* on the WorkSafe Victoria website: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

**Serious incident:** An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the School in contravention of the regulations or is mistakenly locked in/out of the School premises. A serious incident should be documented in an *Incident Record* as soon as possible and within 24 hours of the incident. The Regulatory Authority (DET) must be notified within 24 hours of a serious incident occurring at the School. Records are required to be retained for the periods specified in Regulation 183.

## PROCEDURES

### 1. THE PRINCIPAL AND DEPUTY PRINCIPAL are responsible for:

- 1.1 complying with the legislated educator-to-child ratios at all times (*Education and Care Services National Law Act 2010*: Sections 169(1), *Education and Care Services National Regulations 2011*: Regulations 123, 355, 357, 360);
- 1.2 counting only those educators who are working directly with children at the School in the educator-to-child ratios;
- 1.3 ensuring a minimum ratio of educators are rostered on at all times and children are in attendance at the School;
- 1.4 ensuring that children being educated and cared for by the School are adequately supervised at all times they are in the care of that School;
- 1.5 ensuring that educators have required qualifications;
- 1.6 considering the design and arrangement of the School environment to support active supervision;

- 1.7 identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements (Regulation 101);
- 1.8 ensuring supervision standards are maintained during educator breaks, including during lunch breaks;
- 1.9 providing staff rosters, and casual and relief staff lists;
- 1.10 evaluating supervision procedures regularly in consultation with the teachers.

**2. THE BUSINESS MANAGER is responsible for:**

- 2.1 providing safe play spaces for children, which allow for adequate supervision, including safe fall zones, good traffic flow, maintenance of buildings and equipment, minimising trip hazards and minimising the risk of child abuse;
- 2.2 developing procedures to inform casual and relief staff about the supervision strategies outlined in this policy;
- 2.3 notifying the Regulatory Authority (DET) within 24 hours of:
  - a serious incident occurring at the School, including when a child appears to be missing or cannot be accounted for
  - a complaint alleging that the health, safety or wellbeing of a child has been compromised or that the law has been breached;
- 2.4 reporting notifiable incidents to WorkSafe Victoria.

**3. TEACHERS are responsible for:**

- 3.1 ensuring that children being educated and cared for by the School are adequately supervised at all times they are in the care of that School;
- 3.2 considering the design and arrangement of the School environment to support active supervision;
- 3.3 identifying high-risk activities, including excursions through a risk management process, and implementing strategies to improve children's safety e.g. increasing adult-to-child ratios above regulatory requirements;
- 3.4 adult supervision of all dangerous equipment such as stoves, ovens, science equipment etc is essential. (Chemical hazards, fire hazards from Bunsen burners etc.) No child is to be left unattended while any of these items is too hot and could burn a child. Signs are to be put up near ovens and stoves which indicate where to turn them off. The Risk Assessment Checklist is to be used by the OH and S Officer once per term to ensure that all measures are being adhered to;
- 3.5 ensuring supervision standards are maintained during educator breaks, including during lunch breaks;
- 3.6 evaluating supervision practices regularly in consultation with other educators and the Approved Provider;
- 3.7 being alert to, and aware of, risks and hazards and the potential for incidents and injury throughout the School and not just within their own immediate area, and using supervision skills to reduce or prevent incident or injury to children and adults;
- 3.8 developing procedures to ensure that all children are accounted for, including by referring to attendance records at various times throughout the day, both before and after outdoor activities;
- 3.9 adjusting supervision strategies to suit the School environment, educator skills, and age mix, dynamics and size of the group of children being supervised and the activities being undertaken;
- 3.10 maintaining a duty of care to children at all times (including when the child is on the premises but not signed into or out of the care of the School and the parent/guardian or person delivering or collecting the child is responsible for supervising that child);
- 3.11 communicating with other educators regularly to ensure adequate supervision at all times;
- 3.12 informing parents/guardians and volunteers at the School about the *Supervision of Children Policy-Senior School* and the ways that they can adhere to its procedures;
- 3.13 deciding when to interrupt and redirect children's behaviour to ensure safety at all times;

- 3.14 identifying opportunities to support and extend children's learning while also recognising their need to work without adult intervention;
- 3.15 conducting daily safety checks of the environment to assess safety and to remove hazards;
- 3.16 arranging the environment (equipment, furniture and experiences) to ensure effective supervision while also allowing children to access quiet/private spaces;
- 3.17 conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised;
- 3.18 notifying the Business Manager in the event of a serious incident occurring at the School or of a complaint being made alleging the health, safety or wellbeing of a child has been compromised;
- 3.19 assisting the Business Manager and Deputy Principal to evaluate supervision practices regularly
- 3.20 being aware of the person who has authority to collect the child;
- 3.21 notifying parents/guardians of a serious incident involving their child as soon as possible, but not more than 24 hours after the occurrence.

**4. PARENTS/GUARDIANS are responsible for:**

- 4.1 ensuring educators are aware that their children have arrived or departed;
- 4.2 being aware of the movement of other children near gates and doors when entering or exiting the School;
- 4.3 enabling educators to supervise children at all times by making arrangements to speak with them outside program hours;
- 4.4 supervising their own children.

**Volunteers and students, while at the School, are responsible for following this policy and its procedures.**

**Sources**

- The Royal Children's Hospital Melbourne Safety Centre: [www.rch.org.au/safetycentre](http://www.rch.org.au/safetycentre)

**ATTACHMENTS:**

<b>Attachment 1:</b>	<b>Supervision Risk Management</b>
<b>Attachment 2:</b>	<b>Incident, Injury, Trauma and Illness Record</b>
<b>Attachment 3:</b>	<b>Risk Assessment Checklist</b>

**REVIEWED 2018**

**LINKED WITH:**

**Administration of First Aid Policy**  
**Excursions and Camp Policy**  
**Occupational Health and Safety Policy**  
**Child Safe Policy and Statement of Commitment**

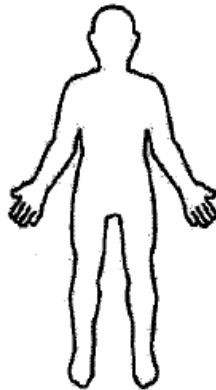
**ATTACHMENT 1**



**LOCATION OF INJURY (Please circle on diagram)**

**FRONT**

**BACK**



**Brief description of injury:**

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*To be filled in INCIDENT/ACCIDENT FOLDER and reviewed at the end of each term*

ATTACHMENT 2



**Confidential**

**Senior School ACCIDENT/INCIDENT Form**

NOTE: This form must be completed on the day of the incident and given to Student's Advisor.  
Please complete ALL fields.

<b>Student Name:</b>	
<b>Name of Person completing this Report:</b>	
<b>Date of Incident:</b>	<b>Time of Incident:</b>

<b>Location of Incident:</b>	
<b>Activity:</b>	
<b>Weather:</b>	
<b>MMS Staff Present:</b>	
<b>Your Report of the Incident:</b> ..... ..... ..... ..... ..... ..... ..... ..... ..... .....	
<b>Signature:</b>	<b>Date:</b>
<b>Further Action Taken:</b>	

**ATTACHMENT 3**



**CONSENT FORM EXCURSION / INCURSION**

<b>Excursion/Incursion to:</b>	Designated venue within metropolitan Melbourne.
<b>Time:</b>	During school hours, departure after 9.00am and return before 3.30pm.
<b>Means of transport:</b>	Walking or PTV.
<b>Teacher in charge:</b>	
<b>Cost:</b>	NIL
<b>Other information:</b>	In accordance with the Montessori approach to learning and community involvement, there are regular excursion or short trips outside of the school campus. These may be visits to local parks, shops, community centres and visits to aged care facilities and other schools. These are under the supervision of a staff member. To reduce the need for continual excursion forms at short notice, we would appreciate your understanding in providing this general consent.

**Parental Consent.**

I consent for my child \_\_\_\_\_  
 (Name of student) (Student mobile phone number)

to participate in school excursions / incursions during school hours as per the details set out above and under the supervision of a staff member.

In the event of my child being injured whilst off campus, I authorise the Teacher in Charge of the event, where it is impractical to communicate with me to:

1. Give consent for my child to receive medical attention or surgery as deemed necessary.
2. To administer first aid as deemed necessary.

Medicare number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Health Fund: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Ambulance Subscription: Yes / No (Please circle) Membership Number: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Melbourne Montessori Senior School 739 Hawthorn Road, Brighton East. Phone 9528 478.

**ATTACHMENT 4**

Melbourne Montessori Senior School

**CONSENT FORM - UNSUPERVISED EXCURSION / INCURSION**

<b>Excursion/Incursion to:</b>	General environment and neighbourhood of M.M.S.S. – limited to 3.5 km
<b>Time:</b>	During school hours, departure after 9.00am and return before 3.30pm.
<b>Means of transport:</b>	Walking or PTV.
<b>Teacher in charge:</b>	Unsupervised
<b>Cost:</b>	NIL
<b>Other information:</b>	In accordance with the Montessori approach to learning and community involvement, there are regular excursion or short trips outside of the school campus. These may be visits to local shops, civic locations, community centres and visits to aged care facilities and other schools. Shopping for class supplies or lunch is the most common need. When a small group of students need to travel, for safety reasons, there will be at least four (4) in each group.

**Parental Consent.**

I consent for my child \_\_\_\_\_  
 (Name of student) (Student mobile phone number)

to participate in unsupervised excursions / incursions during school hours as per the details set out above.

In the event of my child being injured whilst off campus, I authorise the Teacher in Charge of the event, where it is impractical to communicate with me to:

1. Give consent for my child to receive medical attention or surgery as deemed necessary.
2. To administer first aid as deemed necessary.

Medicare number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Health Fund: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Ambulance Subscription: Yes / No (Please circle) Membership Number: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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