

## ADEQUATE SUPERVISION OF STUDENTS POLICY

### Policy Summary

Glenroy Neighborhood Learning Centre (GNLC) provides a safe environment for all learning activities.

Students are supervised by teachers during timetabled classes, both On-Site and Off-Site.

### Scope

This Policy must be used by all staff at GNLC and applies to all students enrolled at GNLC.

It applies to timetabled learning activities that occur both on and off site.

### Guiding Principles

GNLC is committed to the safety and wellbeing of children and young people. The Centre seeks to create a culture and environment that is supportive and protective of children and young people under the aged of 18.

### Definitions

**Activity** – Means any GNLC activity including educational or other community programs, which are organised by GNLC.

**Adult** – Means anyone aged 18 years and over (and includes staff, students, visitors, parents, carers and guardians).

**Young Person** – Means a person who is currently under 18 years of age whether or not enrolled as a Student. The plural of 'Young Person' in this Policy is 'Young People'.

### Policy statement

GNLC provides a safe environment for all learning activities and students are supervised by teachers during timetabled classes. This includes both On-Site and Off- Site Activities.

#### On-Site Activities

All Students under the age of 18 are to remain on-site unless written consent from a Parent/Guardian is given to the VCAL coordinator. Students will be supervised during timetabled classes, breaks and have access to kitchen facilities at the Centre.

All Students under the age of 18 must provide written consent from a Parent/Legal Guardian if they need to leave site before the end of class. The written consent must be given to the VCAL Coordinator on day, and then stored in the Student file.

To ensure adequate supervision arrangements can be put into place, any staff member who is going to be absent must inform the Manager and Coordinators as early as possible to ensure adequate supervision arrangements can put into place. Staff should refer to the Adequate Supervision of Students (On-Site) Procedure and Staff Handbook for further details.

### **Supervision during breaks**

#### Students under 18 years of age

Students who are under 18 are supervised during coffee/tea breaks. These breaks are short and give students an opportunity to use the restroom. During these breaks, students are not permitted to leave GNLC premises.

Lunch breaks are scheduled on the timetable and are supervised by GNLC staff. Students under 18 years of age must stay on GNLC site during lunch breaks. Students have access to shared kitchen facilities.

#### Students 18 and over

Students who are 18 and over are not supervised during tea/coffee breaks. These breaks are short and give students an opportunity to use the restroom. As these are short breaks, students are not permitted to leave GNLC premises.

Lunch breaks are scheduled on the timetable. Students 18 and over are permitted to leave GNLC premises during lunch breaks. Students have access to the shared kitchen facilities if they remain on site.

### **Off-Site Activities**

Approval for any Off-Site Activities must be given by the Manager. Teachers are responsible for completing all required documents for Off-Site Activities as set out in the Adequate Supervision of Students (Off-Site) Procedures. This includes a Risk Assessment of the activity.

## **Relevant Policies and Procedures**

- Adequate Supervision Procedure (On-Site)
- Adequate Supervision Procedure (Off-Site)
- Child Safe Standards and Mandatory Reporting Policy
- Child Safe Standards and Mandatory Reporting Procedure
- Child Safety Reporting Guidelines
- Child Safety Reporting Process
- Code of Ethical Practice
- Employment of Teachers Policies - Staff absenteeism

## Legislation and Regulations

The Child Wellbeing and Safety Act 2005 (Vic) and the Child Safe Standards;

The Children, Youth and Families Act 2005 (Vic);

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