



Tanglin Gippsland On-site Supervision of Students Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 This document outlines the roles and responsibilities of Tanglin Gippsland staff regarding supervising students when onsite at the campus.
- 1.2 While there are varying requirements for different activities, all aspects of this policy and associated procedures are applicable.
- 1.3 Tanglin conducts several educational, residential and free -time activities in various locations around the campus. In general terms, Tanglin will utilise the Department of Education and Training (DET) Guidelines for schools and boarding schools as the reference for the planning and supervisory procedures related to these activities.
- 1.4 Tanglin and its staff have a duty of care to take such measures as are reasonable in all circumstances to protect students from risks of harm that ought to be foreseen. The provision of adequate supervision is fundamental to ensuring that Tanglin meets its duty of care obligations.
- 1.5 Tanglin is committed to providing a safe environment for all students.

2 Details

- 2.1 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 associated hazards
 - Child Safety guidelines and all measures deemed appropriate by Tanglin’s Child Safety and Wellbeing Policy
 - Supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken
 - 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

3 Communication

- 3.1 It is the responsibility of the Head of Campus, to ensure that staff are regularly reminded of the policies and procedures relating to the on-site supervision of students.
- 3.2 This policy is implemented through a combination of:
 - Staff training including induction and periodic staff meetings

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- Thorough activity planning documentation provided by the teacher or staff member in charge and authorised by the Head of Campus or his/her delegate
- Effective communication and incident notification procedures
- Effective record keeping procedures
- Initiation of corrective actions and incident reporting, where necessary.

4 Roles and Responsibilities

4.1 Classroom/Organised Activity Supervision - Teachers are responsible for the supervision of their students in their class/activity group and should be vigilant to ensure:

- All students are accounted for, and any missing students are located or reported missing to the Head of Campus or his/her delegate
- Continuous supervision of students within their care
- Adequate age-appropriate supervision having regard to the nature of the activities being undertaken
- Proper use of any equipment
- Proper handling of any hazardous substances
- Proper use of relevant protective equipment
- Students must be supervised at all times in the classroom and are not permitted to leave prior to the end of the class period
- No student is left unsupervised as a withdrawal consequence for misbehaviour; instead, they should be placed in a colleague's classroom or in the care of another responsible adult, should the need arise
- All staff should seek to avoid being left in a 1:1 staff/student environment.

4.2 Free-time/Campus Supervision – Staff who are responsible for the supervision of students during free time should, as much as possible, move all around the campus to ensure:

- Students are not in out-of-bounds areas
- The safe and proper use of facilities and equipment
- When voluntary activities are arranged, appropriate supervision will be the responsibility of the organising staff member and will consider the time, location and risk level of the activity

4.3 Residential and Overnight Supervision - Senior members of campus staff will fulfill the role of Duty Person (DP) on a rotational basis. The DP is responsible for the care and supervision of the students and will provide an active presence with the assistance of the rostered Residential Assistant (RA) for each dormitory.

In the morning, the DP and RA's will:

- Ensure students are up and accounted for,
- Ensure students are appropriately dressed,
- Ensure morning duties have been performed,
- Ensure dorm rooms and common areas are tidy,
- Ensure sick students are sent to the Health Centre,

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- Assist with breakfast supervision,
- Ensure students get to lessons/activities on time,
- Monitor the duty phone.

In the afternoon, the DP and RA's will:

- Promptly return to the common areas after classes/activities finish,
- Assist with provision of afternoon tea and ensure clean up,
- Be a presence in the common room and available to students,
- Monitor the duty phone.

In the evening, the DP and RA's will:

- Ensure all students are accounted for,
- Supervise homework and assist where possible,
- Assist with supervision of any planned activities,
- Ensure orderly transition to bed,
- Ensure students are settled after lights out,
- Secure dorms and common rooms for the night

Overnight, the DP and RA's will be on-call and will:

- Monitor the duty phone in case of emergency.
- Respond to any emergencies, supervision or pastoral care needs

4.4 Discipline for Breach of Policy:

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

5 Related Tanglin Gippsland Policies

- Child Safety and Wellbeing Policy
- Staff and Student Professional Boundaries Policy
- Student Code of Conduct
- Student Discipline and Behaviour Policy

6 Policy Review

6.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin's Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

6.2 Any significant changes to this policy must be approved by the Board.

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