

Rubicon Outdoor Centre understands it holds a high standard of care in relation to students at school. Appropriate, well-organised and responsive supervision of students during class, meals and other non-structured time is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks at school as they arise.

All teaching staff participate in Rubicon Outdoor Centre’s school supervision requirements, and follow clear procedures for responding to accidents or incidents in the school grounds and learning areas.

Teaching staff are rostered on for class, meals and other non-structured time between the hours of 7.00am-9.30pm when students are in attendance at Rubicon. Outside these times it is the responsibility of the visiting schools staff to supervise their students. Supervision on journey based programs is shared between Rubicon staff and the visiting school’s staff. Parents/carers are requested to ensure that students do not arrive early or stay late after a program.

In line with other DET requirements Rubicon Outdoor Centre also has in place a number of internal policies and procedures specific to our school setting. These are in place to respond to specific circumstances and potential risks in our school and include:

- First Aid
- Grounds management and tree maintenance (SMS)
- Activity management guidelines and Venue specific guidelines

School staff, parents and students are encouraged to speak to our principal, if you have any concerns about potential risks at our school, or our duty of care obligations.

## REVIEW CYCLE

This policy was last updated on 13/9/2018 and is scheduled for review in September 2019

### Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	Yes, a school policy addressing this issue is required by Department policy and the Minimum Standards for school registration (and school reviews).
Does this policy have to be approved by school council?	No
Recommended consultation	Consultation with your school council is not required for this policy, as it is operational. Principals may choose to present it to school council for noting.
What is the basis of this policy?	<ul style="list-style-type: none"> <li>• Minimum Standards for school registration (and school reviews)</li> <li>• Common law duty of care</li> </ul>
Recommended review cycle	1 year

- All school staff, including casual relief teachers, must have access to and should fully understand this policy. It should form part of your induction processes and be included in your staff manual/handbook.
- Ensure that you regularly discuss with staff their responsibilities involving yard duty and supervision.
- Ensure casual relief teachers and visiting staff are aware of their supervision and yard duty responsibilities.
- It is not necessary to publish the full policy on your school website, however a summary fact sheet, included in this template, can be provided so that parents/carers understand your supervision and yard duty arrangements.
- You should also regularly inform parents and carers of the precise times your school grounds will be supervised, particularly before and after school. For example, include a notice in your newsletter on a regular basis, at least each term.