

## Care & Supervision Policy

### 1. Scope and Definition

- 1.1. This policy applies to all care and supervision provided by staff of the German International School Sydney (GISS) both at GISS campus grounds (referred to as the GISS campus) and offsite.
- 1.2. The purpose of this policy is to ensure that GISS satisfies its duty of care to keep GISS students (students) safe by the appropriate supervision of students. It is relevant to note that whenever a teacher-student relationship exists, GISS teachers and staff have a special duty of care. This has been expressed as: “a teacher is to take such measures as are reasonable in the circumstances to protect a student under the teacher’s charge from risks of injury that the teacher should reasonably have foreseen” (*Richards v State of Victoria*).
- 1.3. The GISS Principal is responsible for:
  - a. Arranging for students supervision according to the school’s needs.
  - b. Ensuring GISS teachers and staff (collectively referred to as GISS Supervisors) responsible for relevant care and supervision are aware of their responsibilities to supervise students.
- 1.4. Parents and guardians are responsible for the care and supervision of students travelling to and from GISS and outside of the times before and after school supervision.
- 1.5. At this stage, this policy does not relate to care and supervision for the “kiss and drop” zone, which is contained in a separate GISS policy entitled Kiss and Drop Zone Policy.
- 1.6. Appendix 1 to this policy includes a map of the GISS campus which sets out the relevant areas referred to in this policy.

### 2. GISS campus

- 2.1. Once students arrive at the GISS campus, GISS Supervisors must exercise reasonable measures to appropriately care and supervise GISS students.
- 2.2. GISS Supervisors must assess care and supervision requirements in light of the following:
  - a. Standards of acceptable behavior
  - b. Appropriate use of equipment
  - c. Age of the students
  - d. Experience and ability of the students

- e. Medical conditions or disabilities of the students (where reasonably known)
- f. Type of activity being undertaken
- g. Nature of the environment
- h. Location of the activity
- i. Weather

2.3. GISS Supervisors must ensure students are not permitted to leave the GISS campus during the GISS school day without written permission from their parents or guardians.

### 3. Staff Campus Duty Times and Locations

3.1. GISS staff campus duty times and locations are as follows (applicable to all GISS Supervisors when rostered on duty):

Period	Activity and time	Number of GISS Supervisors and their location
<b>Beginning of school</b> (prior to 8.45 a.m.)	1. Public Buses (8.00-8.45)	1
	2. Campus 1 and Dayroom (8.00-8.45)*	1
	3. Campus 2 and 3 (8.15-8.45)*	1
<b>Recess</b> (10.15 a.m.- 10.30 a.m.)	1. Campus 1 and Dayroom*	2
	2. Campus 2 and 3*	1
	3. Sport field	1
<b>Lunch</b> (12.55 p.m. – 1.40 p.m.)	1. Campus 1 and Dayroom*	2
	2. Campus 2 and 3*	1
	3. Sport field	1
<b>End of school</b> (3.15 p.m.)	1. Public Buses (3.15 – 4.00)	1
	2. GISS Buses (3.15 – 3.30)	1
	3. Campus 1/2/3 (3.15 – 3.30)*	1

\* This includes toilets.

- 3.2. No meetings with students, colleagues or parents should be scheduled during the times set out above by GISS Supervisors.
- 3.3. GISS Supervisors must give consideration to their positioning<sup>1</sup>, ability to scan the GISS campus and safety checks. Supervision cannot be performed by GISS Supervisors while sitting down, reading, using/looking at phone and other distractions.
- 3.4. GISS Supervisors are stated in the relevant GISS Supervisor Staff Roster.
- 3.5. GISS Supervisors are to wear high-visibility vests while on supervision duty.
- 3.6. Vehicles are not to enter or leave the school campus during recess, lunch and around beginning and end of school (8am-9am and 3:15pm-4pm).

<sup>1</sup> For example, moving around during supervision to avoid blind spots.

## 4. Bus Supervision

### 4.1. Public buses/GISS Supervisor 1

- a. Before school: The GISS Supervisor must ensure that students who take the public buses (including Forest Coach Lines) to GISS are escorted onto the GISS campus safely and quickly.  
After school: The GISS Supervisor 1 must ensure that students who take the public buses (including Forest Coach Lines) to GISS are escorted safely across Myoora Road to the bus stop with the GISS Supervisor appropriately stopping traffic to allow the students to safely cross the road.
  - GISS Supervisor 1 must supervise students until the last student has safely boarded the relevant bus.
  - GISS Supervisor 1 are encouraged to ask younger students which bus number they take and ensure that the relevant public bus collects them.
  - GISS Supervisor must ensure that students do not trespass on the St Anthony in the Field Church's grounds or dispose of their rubbish on its grounds.

### 4.2. GISS Buses

- a. GISS Supervisor 2 must ensure that students who leave the school campus are escorted safely to Myoora Road with the GISS Supervisor 2 appropriately stopping traffic at the Kiss and Drop Zone.
- b. GISS Supervisors must instruct drivers of private vehicles to not block:
  - The path between preschool and Myoora Road
  - The pathway between the stairs leading down to the carpark or the preschool

## 5. Campus 1 and Dayroom supervision

- 5.1. GISS Supervisor for Campus 1 + Dayroom is responsible for the following areas: the ground floor between Heinrich Pestalozzi House, J. & W. Grimm House and Clara Schumann House, the Dayroom, the area between Ludwig Leichhardt and the Albert Einstein House (ground floor) along with the play area behind Ludwig Leichhardt House.
- 5.2. The playground may only be used during recess and lunch breaks (not before beginning or after end of school).
- 5.3. The bush area containing the drainage system at the front entrance of the school is not to be entered by any children at any time.
- 5.4. GISS Supervisors must ensure that at the end of the relevant period, the Dayroom is left in a tidy state.
- 5.5. GISS Supervisors after school for this area also includes the J & W Grimm and Clara Schumann House and must ensure that for all rooms of the J & W Grimm block that the windows are closed, louvers are down, lights and heating are turned off and the doors are closed.

## 6. Campus 2 supervision

- 6.1. GISS Supervisors for Campus 2 are responsible for the following areas: the first floor between Ludwig Leichhardt House, Albert Einstein, Sophie Scholl and Heinrich Pestalozzi House. The lawn behind the Heinrich Pestalozzi House is also included.
- 6.2. GISS Supervisors after school for this area also includes the Albert Einstein and Sophie Scholl House, along with the Ludwig Leichhardt House (First Floor) and must ensure that for all rooms the windows are closed, louvers are down, lights and heating are turned off and the doors are closed.

## 7. Campus 3 supervision

- 7.1. GISS Supervisors for Campus 3 are responsible for the following areas: the area around the Sophie School house, all areas between the E. Selbert-, and Library (J. Gutenberg-Building including the adjoining lawn area towards the sports field).
- 7.2. GISS Supervisors after school duty for this area includes ensuring that in the classrooms the windows and louvers are closed, the lights and air conditioning are turned off and that the doors are locked.

## 8. Sports field supervision

- 8.1. GISS Supervisors must monitor the sports field.

## 9. Other circumstances of supervision

### 9.1. Rainy days

- a. Should it start raining before school starts or during the breaks, students are allowed to stay in their classrooms. The decision lies with the GISS Supervisor/s for Campuses 1, 2 and 3 as to whether students should remain in the classroom. Students should be notified immediately if they should remain in the classroom.
- b. If there is a thunderstorm, students must stay in the classroom, or if in a break must be moved into classrooms from outdoors.
- c. The supervisors will patrol the areas in front of all class rooms to ensure that children stay in safe areas and behave appropriately within the class rooms. In case of a thunderstorm additional supervisors can be called to ensure that all children stay inside the buildings.

### 9.2. Ball games

- a. Small ball games are allowed on the area between the Heinrich Pestalozzi and the Sophie Scholl House.
- b. Students not participating in ball games should not be put in danger and the GISS Supervisor for Campus 2 and 3 must decide if they feel that students may be at risk, at which time they will direct the ball games to stop.
- c. Ball games are prohibited in the classrooms.

### 9.3. Toilets

- a. GISS Supervisors must ensure that students do not play or loiter in the toilet areas.

### 9.4. Play equipment

- a. All GISS Supervisors must ensure that the play equipment behind the Ludwig Leichhardt house is only to be used under relevant GISS Supervisor or GISS teacher supervision.

## 10. Supervision for off-campus activities

10.1. For GISS Excursions refer to the Excursions Policy.

10.2. For off-campus activities other than excursions, such as off-site sporting activities: a GISS Supervisor must provide appropriate care and supervision for GISS students at all times that GISS students are involved in off-campus activities, including travel to and from those activities (e.g. Tennis AG).

## 11. Restricted activities

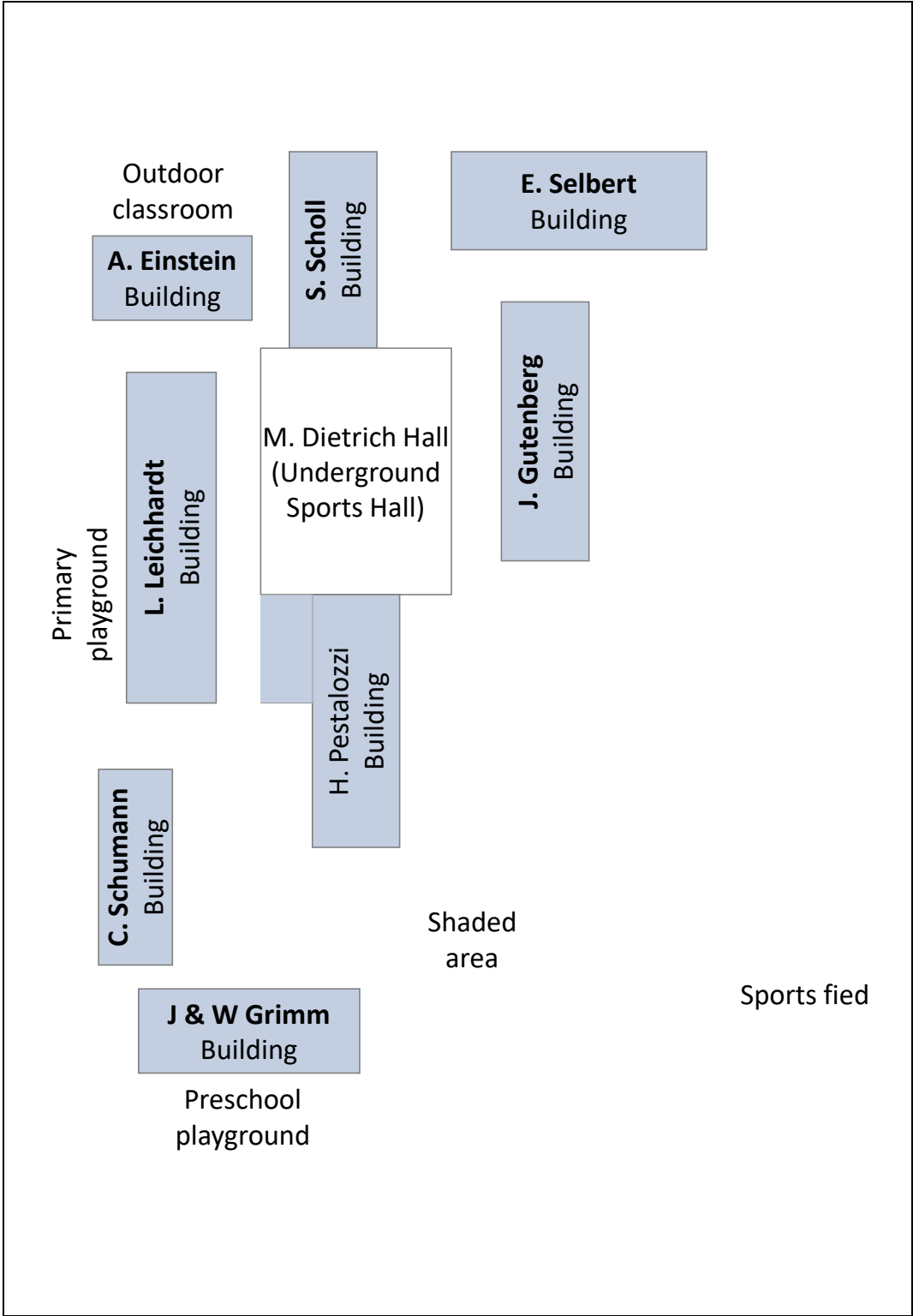
11.1. GISS Supervisors must ensure that students do not engage in:

- a. Gambling of any kind
- b. Playing with water balloons, water pistols, skateboards, Frisbees and any other items that may endanger students
- c. Any activities prohibited by law

## 12. Emergencies

12.1. GISS Supervisors must ensure that emergency procedures that are outlined in the emergency procedure booklet (each room in the school is equipped with a booklet) are followed.

Appendix 1: School Layout



**Document Management**

Policy name	D-01 Supervision Policy
Version	2.0
Version history	Based on 'Supervision - Aufsichtsregelung ab August 2010 in Englisch'
School responsible	Principal
Board portfolio	D) Pedagogical and School Community
Related documents	Kiss&Drop Zone Policy Excursion Policy.
Status	Approved on 12 June 2016
Approved by	Erhard Seifert (Principal) and Dr. Ralf Dicke (Director)

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