SUPERVISION AND DUTY OF CARE POLICY

Proprietor	Global Village Learning Ltd (ABN 52 090 773 470)
School	Global Village Learning, New Gisborne Campus
Policy owner	Board of Directors
Responsible officer	Executive Director, with Campus Lead for day-to-day implementation
Date adopted	30 August 2024 (reviewed October 2026)
Review cycle	Every two years
Next review	March 2028
Regulatory context	Ministerial Order No. 1359 (clauses 6, 10, 13); Education and Training Reform Act 2006 (Vic); Wrongs Act 1958 (Vic); Occupational Health and Safety Act 2004 (Vic)

1. Purpose of this Policy

At Global Village Learning (GVL), in addition to their professional obligations, the Executive Director and Guides have a legal duty to take reasonable steps to protect young people in their care from risks of injury and harm that are reasonably foreseeable.

The duty is not to prevent injury or harm in all circumstances. It is a duty to take reasonable steps to prevent injury or harm that is known or foreseeable. The question of what are reasonable steps will depend on the individual circumstances of the case, and consideration of the following factors:

- the probability that the harm would occur if care were not taken
- the likely seriousness of the harm
- the burden of taking precautions to avoid the risk of harm
- the social utility of the activity that creates the risk of harm.

Global Village Learning proactively identifies and considers the needs of vulnerable young people who may be more at risk of injury and harm. At-risk young people may include those with special educational needs or a disability, and young people in the younger year levels.

The duty may, in some circumstances, extend outside school hours and outside the school premises. This will depend on whether the relationship between Guides and young person extends to the individual circumstances, whether the risk was known or foreseeable, and whether there were any reasonable steps that could be taken to prevent the injury or harm from occurring.

2. Aims of this Policy

To ensure that Guides have an awareness and understanding of their duty of care obligations and responsibilities in order to provide adequate supervision.

To ensure that Guides consistently conduct themselves, at all times, within the legal obligations and responsibilities.

3. Guidelines and implementation

At Global Village Learning, learning hubs are supported by qualified Guides. Young people are supervised by GVL Guides from 8:55am to 3:35pm during the core learning day.

All Guides need to be aware that different or sometimes greater measures may need to be taken for younger young people or young people with special needs or disabilities to discharge this duty of care.

The Executive Director is responsible for ensuring that there is an adequate system of supervision in place during school hours, before and after school, and on school excursions and camps.

Duty of care includes:

- providing adequate supervision in the school or on school activities
- providing safe, well-maintained and suitable premises, grounds and equipment to minimise the risk of injury or damage to a person
- taking reasonable care that any young person (and any other person) on the premises will not be injured or damaged by reason of the state of the premises or of changes done or omitted to be done in relation to the state of the premises
- providing effective anti-bullying strategies
- ensuring appropriate and timely medical assistance is provided to injured or sick young people.

The following are common examples of times when a Guide has failed to meet legal duty of care to young people:

- arriving late to scheduled timetabled responsibilities, including yard duty
- failing to act appropriately to protect a young person who claims to be bullied
- believing that a young person is being abused but failing to report the matter appropriately
- being late to supervise young people after the bell has sounded or when class begins
- leaving young people unattended in the learning space or ignoring dangerous play
- leaving the school during non face-to-face teaching time without approval from the Executive Director
- inadequate supervision on a school excursion
- failing to notice or prevent young people from leaving the learning space without permission whilst under the Guide's care.

Guides are responsible for following reasonable and lawful instructions from the Executive Director, including instructions to provide supervision to young people at specific dates, times and places.

All Guides at Global Village Learning, when working with young people one-on-one, should ensure that they are in the line of sight of another Guide using glass windows, open doors, public spaces and corridors. This requirement also applies to any other visitors to the school, such as parent or carer helpers and allied health professionals.

4. Primary classroom supervision

The class or specialist Guide has ultimate responsibility for the supervision of all school-age young people in their care. It is not appropriate to leave Primary young people in the care of education support Guides, external providers (for example, incursion staff), parents or pre-service Guides. At law, the duty of care cannot be delegated. If a young person is attending a scheduled therapy session with an allied health professional, they must remain in line of sight of a Guide at all times.

In a situation where the Guide needs to leave the learning space, they must phone through to administration or contact the Guide in an adjoining learning space. The Guide should wait until alternate supervision is in place prior to leaving the room.

No young person should be left unsupervised outside the learning space as a withdrawal consequence for behaviour. Withdrawal is to be conducted by sending a young person to a colleague's learning space, contacting them first to alert them that the young person is on their way, accompanied by an assistant or two other young people.

5. Yard supervision

Yard supervision is an essential element of Guides' duty of care. At Global Village Learning, there will be a minimum of three qualified Guides on duty at any one time, including one supervising Guide in the dining area during eating time.

Guides on yard duty will ensure that young people are only permitted to play in the designated play areas. Supervising Guides should always be on the move and actively supervising young people at play. Guides should be vigilant and are not to make personal phone calls or text whilst on supervision, nor should they be on laptops or iPads.

Guides rostered for yard duty are to attend the designated area at the time indicated on the roster. Guides on yard duty are to remain in the designated area until the end of the break period or until replaced by the relieving Guide. If not replaced, Guides should send a message to the office or staffroom, but not leave the area until replaced.

No changes to the yard duty roster are to be made without the approval of the Daily Organiser or Executive Director.

If a parent, guardian or carer (or other authorised person) has failed to collect the young person after school, the next steps may include: attempting to contact parents, guardians or carers; attempting to contact emergency contacts; and contacting Victoria Police and Child Protection to arrange for the supervision, care and protection of the young person.

6. In-school visits, camps and excursions

The class or specialist Guide has ultimate responsibility for the supervision of all young people in their care. An in-school visit with an external provider or visitor such as a speaker or presenter does not absolve supervision duties of the Guide, including First Aid duties. A Guide must be present at all times and remain the person designated with duty of care responsibilities.

Camps and excursions outside the school require Guides to fully comply with the Activities, Excursions and Camps Policy and Bushfire Management requirements.

Most excursions and camps must:

- be under the direct control of a Guide with at least one other excursion supervisor present for Adventure Activities as outlined in the Activities, Excursions and Camps Policy
- have enough Guides to maintain appropriate control of the excursion and each activity
- have Guides comprising at least half of the excursion supervisors
- Day Excursions: 1:15
- Camps: 1:10

Any person (other than a Guide) who supervises young people on an excursion or camp must provide the school with a copy of their current Working with Children check.

7. Late arrivals and early departures

When young people are dropped off late or picked up early during school hours, parents are required to notify the school of the date, time and reason via a note to the front office prior to departure. Young people will only be permitted to leave the school premises under the supervision of a parent or another person authorised by parents or guardians to collect the young person.

8. Young person responsibilities

Young people attending Global Village Learning will ensure:

- they play in the designated play areas
- they always move around the school in pairs or more when moving independently.

9. Parent and guardian responsibilities

Parents and guardians will ensure that they:

- supervise their young people before and after school.
- if they allow their young people to play after school, parents must be present to supervise their own young person if not engaged in the Sunrise or Sunset program.
- communicate to Global Village Learning the details of any late arrival or early departure of their young people, including date, time and reason.

10. Scope

This Policy applies to parents, young people, visitors, contractors and Guides, including casual relief Guides of Global Village Learning.

11. Compliance and review

This Policy must be complied with at all times. Failure to comply with this Policy may lead to disciplinary action including termination of employment or engagement. Serious cases may result in legal proceedings or referral to appropriate authorities.

This Policy will be reviewed every two years by the Global Village Learning Board and the Executive Director.

12. Related policies

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Activities, Excursions and Camps Policy
- Bullying Prevention Policy
- Visitor Policy
- Volunteer Policy
- Extended Hours Learning Policy.

Endorsement

Endorsement by Board	28 October 2026
Review date	October 2026
Next review date	March 2028