

Mansfield Autism Statewide Services

Supervision & Offsite Activities Policy and Procedures

HS7	Healthy and Safe Services	Supervision & Offsite Activities Policy and Procedures
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What this policy aims to do	Ensure MASS satisfies its duty of care in supervising clients
Who this policy applies to	All staff and volunteers working with clients.
Who is responsible for carrying out this policy	CEO, Team Leaders, staff
What words used in this policy mean	<i>Supervision</i> - watching over someone to keep them safe. <i>'Duty of Care'</i> means a duty to take reasonable care of a person.
Legislation this policy is based on	Education and Training Reform Act 2006 (Vic)
Other relevant policies	SA4 Managing Client Risk HS6 Duty of Care HS4 Child Safe HS13 First Aid MS3 Staff Code of Conduct MG8 Information Management

Version	Date	Author/Editor	Approved by	Notes
1.0	13/07/2022	Kerri Grant		New policy
1.1	12/12/2023	K Grant	T de Vries	Annual review

SUPERVISION & OFFSITE ACTIVITIES POLICY

Supervision & Offsite Activities Policy

MASS and its staff owe a duty of care to take reasonable measures in all circumstances to protect clients from risks of harm that reasonably ought to be foreseen. Refer to *HS13 Duty of Care* policy for more detail.

Active, effective supervision is fundamental to ensuring that MASS meets its duty of care obligations. MASS is committed to providing a safe environment for all our clients when they are in our care, including students before, during and after school. Our policy ensures that supervision is provided to clients, taking into account the degree of care needed and:

- The client's age, skill, and experience,
- Any physical and intellectual impairments,
- Existing medical conditions,
- Known behavioural characteristics, and
- The nature of activities being undertaken, the environment and any hazards

All MASS staff that supervise clients as part of their role are required to undertake first aid training, hold a current HLTAID004 and be competent in Cardio-Pulmonary Resuscitation (CPR). MASS staff will also be trained in the treatment of asthma, anaphylaxis, and epilepsy as required for clients (refer to *HS15 First Aid Policy*).

Supervision guidelines

MASS has developed guidelines with respect to supervision in various settings.

Classrooms

Teachers and Teacher Assistants are responsible for the supervision of students in their classrooms. Risks are identified initially through an intake risk assessment and then recorded on a student's profile in the CRM and / or in a Behaviour Support Plan.

Further, staff should be vigilant to ensure:

- Proper use of any equipment
- Proper use of protective equipment

Playground

Students must be always supervised by staff in all locations.

Before and after school

MASS does not provide before and after school supervision. Parents are provided with school drop off and pick up times and locations. This ensures good communication between home and school is maintained as parents and teachers can provide daily feedback. Parents are expected to drop clients off and pick up at the agreed times and locations. Parents will not drop their child off unless a staff member is present, and a

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handover has occurred. If a parent is late, teachers will not leave until the student has been picked up or alternative arrangements have been made.

Excursions & offsite activities

Excursions are activities where students are taken out of the school grounds for a day excursion, whereby they undertake adventure activities such as bush walking or swimming in the local pool.

Excursions are an integral part of the school curriculum as they enable students to explore, extend, and enrich their learning and their social skills development in a non school setting. Excursions can provide important social and emotional development such as teamwork, resilience and confidence building through challenge, problem-solving, connecting with nature, creative and imaginative play and coordination and strength.

At MASS, excursions may include activities such as bush walking and swimming.

Planning for an excursion must include:

- The educational purpose of the excursion and its contribution to the curriculum or other value to support participation and inclusion for any cultural activities.
- Suitability of the venue / environment for the excursion.
- Informed consent from parents and carers.
- Adequate student preparation.
- School staff attending the excursion have adhere to Child Safe Standards.
- Completing risk assessment prior to an excursion and identifying procedures for dealing with emergencies on each excursion.
- Consideration of anticipated weather.
- Staff should be aware of fire danger ratings and are recommended to have the Vic Emergency app on their phone as well as Emergency Plus. On days of extreme fire danger or total fire ban, the principal or team leader may need to cancel an excursion at short notice.
- Experience and qualifications of staff. Swimming activities require staff to have their Bronze Medallion.

Child Safe activities, camps, excursions

A child safe culture is championed and modelled at all levels of the organisation from top down and bottom up. MASS understands children and young people's diverse circumstances and provides support and responds to those who are vulnerable. All staff comply with reference checks, staff and volunteer pre-employment screening and have specific training on child safety and wellbeing, information sharing and reporting obligations. See *HS12 Child Safe Policy* for more details.

Any complaints or concerns raised during off site activities are addressed with a child focussed lens and addressed as per the Code of Conduct. See *MS3 Staff Code of Conduct* for more information.

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This policy is implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

Discipline for Breach of Policy

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

STUDENT SUPERVISION PROCEDURES

1. Student Supervision Procedures

Risk Assessments

- ☑ See SA4 Managing Client Risk for more information.

- ☑ **Excursion Checklists:**

The excursion coordinator is responsible for ensuring that the following items are accessible and on excursion

 - First aid kit
 - List of adults participating in excursion
 - List of students
 - Contact details for each adult and child
 - Mobile phone
 - Medicines
 - Appropriate clothing / water bottles / lunch
- ☑ Staff need to ensure maintenance of excursion records – excursion records need to be given to the Team Leader. The Team Leader will store the completed records on the shared Teams file.
- ☑ Excursion details to be logged with Team Leader the morning of the excursion. Staff and volunteers understand their obligations on information sharing and record keeping. See MG8 Information Management for more details.