



Supervision of Students at the Hostel

Purpose of this Procedure:

The purpose of this procedure is to ensure that students living at Dunstan High School Hostel are adequately and safely supervised by hostel staff at all times while in the care of the hostel.

Key Components:

1. All staff appointed to supervisory positions will have appropriate security vetting and will be able to demonstrate appropriate training, experience, backgrounds or personal qualities to work effectively with adolescents.
2. An appropriate number of staff will be "on duty" actively supervising students at all times while students are on hostel property.
3. The extent of supervisors' authority will be clear to them, and a process will exist for referring matters outside supervisor's authority or competency to management.
4. Appropriate arrangements will be made to ensure the security of hostel boarders, grounds and buildings during the night.
5. Staff will from time to time ensure that students away from the hostel grounds are monitored appropriately.

I. Standard Operating Procedures:

Appointing Hostel Supervisors

1. All hostel supervisory staff will be security vetted. They will either;
 - a. be currently registered teachers
 - b. Satisfactorily complete the Police Vetting (Exemption) Process with the Dunstan High School Vetting Officer.
2. It is desirable that all hostel supervisory staff will hold current First Aid Certificates.
3. Management will take all reasonable steps to establish an applicant's suitability for working with adolescents prior to any appointment to a supervisory position at the hostel. This may include the following;
 - a. Requiring and Checking References and Referees.

- b. Checking employment and other work history and contacting employers if appropriate.
 - c. Observation of interactions with adolescents.
4. Supervisors will have a signed Job Description which includes the following information:
- a. Overview of key tasks and responsibilities
 - b. Summary of required personal qualities
 - c. Details of the extent of their authority

Provision of Adequate Supervision

1. Roster

Management will provide a workable roster for the supervision of students while at the hostel. This will include;

- a. Provision of an appropriate number of supervisors for the number of students at the hostel, the type of activities they are undertaking and the experience of the supervisors.
- b. Provision of "on-call" care and supervision for sick students who may need to be at the hostel outside normal hours.
- c. Security checks of the grounds, buildings and boarders during the night.
- d. Allowances for appropriately staffing trips away from the hostel and appropriate monitoring of boarders while away from the hostel grounds.

2. Roster Task Description

Management will provide a detailed description of the general responsibilities and expectations of supervisors while they are on duty along with any specific tasks that are to be performed at specific times.

3. Supervisor's Checklist

Management will provide a daily checklist for "on duty" supervisors to help ensure the key components of their duties are completed by each staff member while "on duty".

4. Security Checks

Management will plan appropriate night time security checks, and ensure they are completed with regard to the safety of staff completing them and hostel students. This will normally mean that at least two people will conduct the checks together.

II. Review:

Management will review these procedures annually and any modifications will be reported to parents for consultation and notified to the DHS BOT Hostel Committee.

Te: July 2008