

# Classroom Supervision

## Classes-Other-Classroom Supervision- TAFE Policy

This policy replaces 94.30.G5 published on 3 August 1994.

### **POLICY**

1. TAFE NSW and individual teachers have a professional and legal obligation to take reasonable care of other people in the workplace, including the classroom. A failure to take reasonable care could result in TAFE NSW being sued by the injured person. Where there is a breach of the Occupational Health and Safety Act 1983, it is possible that TAFE NSW and/or an individual officer could be prosecuted. 2. A teacher must provide effective supervision of students during the teaching/learning process. The level of supervision is high especially when students are exposed to machinery or dangerous substances. 3. If a teacher must leave a classroom, workshop or teaching environment, they must take the following steps to secure the health and safety of the students. Such steps would, where appropriate include: making sure the students stop any practical work with tools, equipment or hazardous substances; making sure that all potentially hazardous equipment is turned off; if possible bringing in another member of teaching staff to observe the students; and if necessary, removing the students from hazardous laboratories and workshops and relocating them in a non hazardous environment.

### **IMPLEMENTATION**

College/Campus Managers are to implement this policy immediately.

### **IMPLEMENTATION PLAN**

1. The policy on Classroom Supervision will be included in the Handbook for Teachers and Other Educational Staff of TAFE NSW. 2. The policy will be placed on the Intranet. 3. The policy will be reviewed on a regular basis. Industrial Awards and Conditions Unit, Personnel Directorate.

### **PUBLICATION HISTORY**

This policy replaces the Classroom Supervision policy published on 3 August 1994. Enquiries should be directed to the College/Campus administration or to the Human Resources area within the Institute.