Melbourne Archdiocese
Catholic Schools

St Catherine's Primary School Supervision Procedures

Purpose

These procedures outline the processes in place at St Catherine's Primary School to implement the school's Supervision Policy.

Procedures

Supervision responsibilities during school hours

1. Classrooms

1.1. Students are to be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular classroom routine.

1.2. If a teacher must leave their classroom for any reason, they must ensure that another authorised teacher is supervising the class.

1.3. School officers, education officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of the designated teacher. Trainee teachers, school officers, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher.

1.4. Teachers must consider the safety and wellbeing of students, with greater care and consideration for younger students or those at risk. Adequate, age-appropriate supervision that considers the nature of activities, plant and equipment being used, proper handling of any hazardous substances and use of relevant protective equipment must be provided.

1.5. Teachers should establish classroom rules that highlight behaviour expectations, set boundaries and assist in establishing classroom routines and practices.

1.5.1. Include any school-based directives regarding establishing classroom rules

2. Yard duty

2.1. Teachers are responsible for following reasonable and lawful instructions from the principal including instructions to provide supervision to students at specific dates, times and places and in way that identifies and mitigates risks to child safety and wellbeing.

2.2. All teaching staff may be required to participate in the school yard duty roster and school supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.

2.3. Teachers must be visible and active during supervision and are to remain on duty in the designated area until they are replaced by the next supervising teacher.

2.4. The principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these.

2.4.1. Designated areas for duty must be illustrated on a yard duty map

2.4.2. Out of bounds areas identified and communicated to staff and students

2.4.3. Specific school hazards and risks in grounds, buildings and facilities

2.5. Location of the yard duty roster

2.5.1. Responsibility for maintaining the roster

2.5.2. Procedures for arranging replacement yard duty supervisors

2.6. Responsibilities and duties for supervising teachers

2.6.1. Location of equipment to be taken to yard duty

2.6.2. Yard duty times
2.6.3. Handover procedures
2.6.4. First aid arrangements
2.6.5. Emergency response procedures
2.6.6. Wet weather procedures
2.6.7. Alternative timetable procedures

3. Before and after school supervision

3.1. Principals must ensure school/college supervision is provided for a minimum of ten minutes before and after school.

3.2. Principals are to document:

3.2.1. the time the school grounds will be open and be supervised
3.2.2. areas that will be supervised
3.2.3. time supervision will conclude at the end of the day
3.2.4. process for students who are still on the premises at the conclusion of supervision
3.2.5. arrangements for before or after school activities (e.g., sport, music, etc)
3.2.6. how parents are made aware of before and after school supervision procedures

4. School entry and exit points

4.1. Principals may organise supervision of entry and exit points that consider:

4.1.1. location of entry and exit points
4.1.2. road traffic conditions
4.1.3. designated pick up and drop off areas
4.1.4. bus supervision
4.1.5. other public transport considerations

4.2. Public transport and transport organised by the school [if applicable]

4.2.1. Principals are not obliged to supervise students using public transport, but may document procedures at public transport stops or stations based on:

- the proximity of the school to the public transport stop/station
- known risks to students using that transport
- unruly or antisocial behaviour
- age of students

4.3. Similar to public transport, staff are not required to supervise transport outside school hours, however, schools chartering bus companies for travel to and from school should have clear behaviour expectations for the driver and students and follow relevant Procurement and Risk Management Policies to ensure child safe procedures are followed.

4.4. Parents/guardians/carers have primary responsibility of their child/ren's travel to and from school.

5. Offsite activities and excursions

5.1. For all supervision requirements for offsite activities, excursions including local excursions, refer to the Excursion, Camps and Travel Policy and School Excursions Procedures.

6. Activities involving external providers – onsite

6.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.

6.2. Refer to schools relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.

6.3. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.

6.4. Supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.

6.5. The classroom teacher, or teacher in charge of the group is responsible for the group at all times. Visiting speakers do not have the authority to supervise students in schools.

6.6. When an external provider is involved in working with a class or group of students a teacher will be present throughout the activity. e.g., swimming, guest speaker on site.

6.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.

6.7.1. Refer to Child Safety and Wellbeing Policy for procedures – link here

6.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.

6.9. A record of the activity will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.

6.10. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities – link here.If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers in the school, e.g., music lessons, National Disability Insurance Scheme (NDIS) providers.

6.10.1. School to document any school-based procedures

6.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.

6.11.1. Principal to document school-based procedures

6.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.

6.12.1. Principal to document school-based procedures

7. Online and remote learning activities

Where periods of online learning occur the appropriate use and management of digital technology is outlined in our schools' IT Acceptable Use Policy www.scmoorabbin.catholic.edu.au

8. Changes to school operating times and alternative programs

8.1. Schools are to document the procedures for supervision of students that operate in the school

8.1.1. when there are changes to the start and finish times for school,

8.1.2. alternative programs or timetables in place, such as during exams, parent teacher/student meetings, etc.

8.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.

Definitions

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse (Ministerial Order No. 1359).

Duty of care

Duty of care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps a school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school

- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) (Ministerial Order No. 1359).

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school/service governing authority
- a contracted service provider engaged by MACS (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS (Ministerial Order No. 1359).

Student

Student means a person who is enrolled at or attends a MACS school.

Volunteer

A person who performs work without remuneration or reward for MACS or a MACS school in the school environment.

Yard duty

The duty given to teachers to supervise students inside and outside school buildings during breaktimes.

Related policies and documents

Supporting documents

School to document supporting documents, e.g.:

Yard Duty Areas Map

Yard Duty Roster

Yard Duty roles and responsibilities

Related MACS policies and documents

Supervision Policy for MACS Schools
Supervision Procedures for MACS schools
Child Safety and Wellbeing Policy
First Aid Policy
Teacher Registration Policy
Working with Children Check Policy

Policy information table

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