

Supervision Policy

On and off-site, external providers, camps and excursions



Purpose

St Anne's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Consistent with St Anne's vision of the education programs, we aim to empower students to encounter the future with respect, courage and kindness, enriched by life-giving relationships and inspired to bring the Gospel to life.

St Anne's and all teachers have a duty of care to ensure the safety and wellbeing of all students by ensuring appropriate supervision at all times. At St Anne's, the adequate supervision of students is the responsibility of all staff. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen.

Aims

To provide adequate and appropriate supervision of students in the school, including:

- all indoor and outdoor activities
- activities that occur off site
- activities involving external providers
- school sponsored activities that occur outside school hours.

Policy

Supervision will be provided to students that takes into account the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual impairments
- medical conditions
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

Supervising staff will receive first aid training and the school will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken (refer to First Aid Policy).

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

Accidents and incidents will be recorded in the Accident and Incident Register and follow up and remedial actions undertaken as appropriate to the particular situation and in accordance with relevant policies.

Indoor and outdoor activities on school site

The following requirements will be followed in regard to indoor and outdoor activities on the school site:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class.
- Students will 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 routine.
- Adequate age appropriate supervision in class, including consideration of the nature activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment.
- If teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher.
- School officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher.
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students with even greater care for younger students or students at risk.
- Trainee teachers, school officers, parent 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.
- Classroom rules are designed at the start of each year to highlight expectations, set appropriate boundaries and assist the smooth conduct of the class.

Yard duty

A yard duty roster showing designated areas is used for supervision of the school yard before school, during school breaks and after school.

- The supervisory duty of a teacher is never replaced by the presence of a non-teaching staff member or a student teacher, nor can the supervision be delegated to another teacher, parent or sibling without proper authority.
- At the beginning of each year a roster system will be drafted to be used to timetable staff members for yard and inclement weather day supervision duty. The Deputy Principal will be responsible for the preparation and coordination of all supervision rosters. Staff will be allocated a number of supervision duties according to the terms of their full time equivalent employment status.
- Yard supervision will include before school, recess and lunch breaks, and after school.
- Inclement weather supervision will include before school, recess and lunch breaks and after school.
- The roster will require a minimum of three staff members on duty at recess and lunch times and two staff members after school, each responsible for supervising a designated area of the school. Before school duty will require one staff member on duty.
- Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal or Deputy Principal.
- Any changes to the published duty roster will be recorded in the online rosters for all staff members to update as they negotiate temporary changes. If changes are made the Deputy Principal will shared updated rosters.

- Staff members who are aware that they cannot fulfil their yard duty obligations are required to organise a swap with another staff member and record this in the logbook. The staff names, times and areas changed should also be placed on the whiteboard in the staffroom.
- If a staff member is absent from school and is not replaced, the Principal / Deputy Principal will ensure another staff member replaces their duty. This will be done through an extra yard duty roster organised by the Deputy Principal. The Principal / Deputy Principal will be responsible for documenting this on the whiteboard and in the logbook.
- Staff on yard supervision must approach intruders or suspicious people in the yard and implement the school emergency management plan.
- Staff on yard duty supervision are required to implement St Anne’s pastoral care discipline policy consistently.
- All staff members on supervisory duty will be provided with a ‘bag’ containing basic first aid supplies.
- Where possible Level 2 first aid trained staff members will be responsible for supervision of the first aid room during recess and lunch times.
- All staff will be required to be ready to instruct children as soon as the morning bell rings at 8:55am.
- If a staff member is instructing children and needs to leave the classroom they will phone the office and wait until a replacement is sent to their classroom. This is to be used in emergency situations only.
- Any children who are sent out of the classroom without the teacher will be sent with a partner or a non-teaching member of staff.
- Any children attending private music lessons during ordinary school hours must be accompanied by the private music teacher when moving to and from the lesson. The teacher instructing the children at the time must be informed that the children are being taken for their private music lesson.
- Staff will always take reasonable care to ensure that all children can be sighted in the area that they are supervising.
- All staff will take reasonable care to ensure that the schools locking up procedure is followed. This is documented in the staff handbook.
- The Principal/Deputy Principal will ensure that the school takes reasonable care to update and maintain appropriate signage regarding safety and school equipment. Staff will be responsible for ensuring this signage is followed whilst they are responsible for supervision.
- The Principal/Deputy Principal will ensure that the maintenance of the schools playground equipment is monitored and checked on a regular basis by the school Maintenance Contractor.
- Any staff member who observes a hazard that may lead to a foreseeable risk of injury will enter this in the schools Maintenance Contractors logbook.
- Parents will be notified of any student absence via a text message that is generated by the schools roll marking administration package. This will occur after the roll is taken at 9.00am for any parents who have not informed the school of their child’s absence.

- Teachers are to be visible and active during yard duty.
- Teachers are to remain on duty in the designated area until they are replaced by the next teacher.

Off-site activities including camps, excursions and local functions

The following requirements will be followed in regard to off-site activities including camps, excursions and local functions:

- For each offsite activity, there is a designated teacher-in charge.
- All teachers and assistants must refer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern.
- All teachers are responsible for all of the students in the activity.
- Helpers in the activity are there to support teachers, but are not authorised to make decisions for the group.
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students.
- Teachers need to use a method of accounting for all students at any given point during the activity.
- If students need to use public toilets, they should be accompanied to the toilet block by an adult so as to monitor their safety at all times.
- A record of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity. This includes a risk assessment for the activity proposed.
- Any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC).

Activities involving external providers – on site or off-site

The following requirements will be followed in regard to activities involving external providers, either on the school site or off-site:

- The school is responsible for students at all times, and this responsibility cannot be delegated to others.
- The classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- 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, camp activities, guest speaker on site.
- External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
- External Providers must have a WWCC. The WWCC Number must be recorded by the teacher organising the activity.
- A record of the activity, excursion or camp will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.
- If external providers are working with students 1:1, they will be within the supervision and line of sight of other teachers in the school, e.g. music lessons, NDIS providers.
- If external providers, such as psychologists are providing 1:1 testing, the schedule is monitored by office staff or a school leader.

Before and after school supervision

The school yard will be unlocked and supervised for 8.30am -8.55am before the start of school and for 3.30-3.45 after the end of school classes. Students who remain in the school grounds after this time will be taken to the school office to await collection by their parents. If the parents do not come to collect their children within St Anne's, a phone call will be made to the parents or the emergency contact if the parents cannot be contacted.

The school is committed to ensuring student safety however parental cooperation is essential to managing safety issues immediately before and immediately after school.

As applicable, school activities (such as sport or band practice) arranged before or after school, will have appropriate supervision in place for attending students depending on the time and location of the activity.

Parents will be informed of the school's supervision arrangements and made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students.

Any queries or points of clarification should be referred to the Principal or the Deputy Principal.

Implementation

This policy will be implemented through a combination of:

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

Related School Policies

Student Behaviour Policy

Child Safe Policy

Child safe risk assessment

Child Protection -Code of Conduct

Duty of Care Policy

Excursion/Camps Risk Management Guidelines

First Aid policy

Off-Site Supervision of Students Policy

Anti- Bullying Policy