

St Bernadette's Primary School

Supervision Policy

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



Purpose

St Bernadette'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).

Consistent with St Bernadette'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 Bernadette'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 Bernadette'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 promote the safety and wellbeing of all students and 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
- cultural and/or linguistic background
- 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.

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/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.
- 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.

Every teacher is provided with a hi-vest vest which they must wear at all times while on yard duty. spare hi-vis vests are located in the staff room.

Yard duty bags, with 'first response first aid items, are located in the Staff Lounge, and should be collected prior to beginning yard duty. These bags also have information regarding students with high medical alerts, eg. anaphylaxis

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.

Teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.

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 one-to-one, 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 one-to-one 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 **15 minutes** before the start of school and for 15 minutes 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/guardians/carers. If the parents/guardians/carers do not come to collect their children within 15 minutes, a phone call will be made to the parents/guardians/carers or the emergency contact if the parents/guardians/carers cannot be contacted.

The school is committed to ensuring student safety however parental/guardian/carer co-operation 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/guardians/carers 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 safety policies
- Child safe risk assessment
- Child Protection - Code of Conduct
- Duty of Care Policy
- Excursion/Camps Risk Management Guidelines
- MACS First Aid Policy and Guidelines
- Anti-Bullying Policy (including cyberbullying)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2024

POLICY DATABASE INFORMATION	
Related documents	
Superseded documents	Supervision Policy – v1.0 - 2021
New policy	

Playground Duty Areas

Playground Areas:	AREA 1: Mackillop Sports Area	AREA 2: Mackillop Sports Area	AREA 3: Undercroft & asphalt area, sandpits, passive play area	AREA 4: Adventure Playground
Description of area:	Basketball court, newcombe court, running track, bat tennis courts and canteen area	Basketball court, newcombe court, running track, bat tennis courts and canteen area	Undercroft, asphalt, sandpits & passive play area	Adventure Playground
Year levels:	ALL	ALL	ALL	See weekly roster
Type of play:	<ul style="list-style-type: none"> Ball games and other games using sports equipment 	<ul style="list-style-type: none"> Ball games and other games using sports equipment 	<ul style="list-style-type: none"> Asphalt – Ball games and other games using classroom equipment Passive play area & front of Evodia Sand pit co-operative play with sand pit equipment 	<ul style="list-style-type: none"> Adventure playground
Yard duty teacher roles and responsibilities:	<p>Playground:</p> <ul style="list-style-type: none"> Monitor students play and use of sports equipment from the classroom. Model the correct use of equipment. <p>Canteen:</p> <ul style="list-style-type: none"> Monitor students in this area - Are they lining up and waiting patiently. Ensure that the students are not sitting on the canteen counter. 	<p>Playground:</p> <ul style="list-style-type: none"> Monitor students play and use of sports equipment from the classroom. Model the correct use of equipment. <p>Canteen:</p> <ul style="list-style-type: none"> Monitor students in this area - Are they lining up and waiting patiently. Ensure that the students are not sitting on the canteen counter. 	<p>Asphalt Area, Undercroft & Toilets :</p> <ul style="list-style-type: none"> Designated time out seat is on seat near fire hydrant – as needed Check out of bounds areas – including doorways, inside toilets... Actively check and monitor toilets – supervise and go in as needed/required <p>Passive Play Area</p> <ul style="list-style-type: none"> No running through this area. Students to play within the area, not in garden beds. <p>Sand Pit:</p> <ul style="list-style-type: none"> Ensure that the sand pit equipment is being used correctly Ensure that the equipment is packed up at the end of each play session. Use dustpans once music begins to sweep up sand and place into the sandpit. 	<ul style="list-style-type: none"> Designated time out seat is on seat near fire hydrant – as needed No sports equipment in the Undercroft or on Adventure Playground No running/chasing on adventure playground Model the correct use of equipment Check that the correct year level are using the equipment
No. of teachers	<ul style="list-style-type: none"> One teacher 	<ul style="list-style-type: none"> One teacher 	<ul style="list-style-type: none"> One teacher 	<ul style="list-style-type: none"> One teacher

Students are allowed on Mackillop Sports Area before and after school. Before school only tennis ball games are allowed. No big balls. After school - no ball games allowed.

Students are to sit down whilst eating. **Area 3: Toilets to be unlocked and locked at the beginning and end of the day.**

Yard Duty Expectations

The effective playground duty teacher

Communicates by

- *Engaging with children on the playground*
- *Being approachable*
- *Listening, talking, walking*
- *Welcoming, such as in the morning meet and greet, no adventure play*
- *Farewelling in the afternoons including helping find children, no adventure play, organising after school care needs, ringing parents or taking children to the office*
- *Uses effective questions*
- *Uses restorative practices*

Managing behaviour by

- *Abiding by and using the school assertive discipline policy*
- *Staying focused on the big picture and constantly scanning all areas and all students*
- *Being watchful*
- *Acknowledging positive behaviours and encouraging happy play*
- *Moving around and ensuring all areas are being covered: including stairwells, corridors, doorways and walkways and toilets*
- *Identifying and managing unsafe behaviour foreseeing what may occur*
- *Reminds and enforces school rules*
- *Mediates between/with children*
- *Preempts dangerous behaviour*
- *Observes social behaviour and directs appropriate behaviour, building students' social skills*
- *Works on building resilience – bounce back strategies*
- *May give time out (in designated area) – maximum 5-10 minutes*
- *May request a student to walk with them*
- *Follows up on behaviours and reports as appropriate and needed*

Ensures a safe and happy playground by

- *Being an active and engaged presence, moving around*
- *Being visible in safety vest, carrying first aid bag and keys*
- *Administering minor first aid*
- *Sends child with blue card to the office for minor medical or other attention as needed*

- *Responds swiftly to incidences, urgent injuries and accidents – calling on necessary support and assistance*
- *Collect balls kicked outside the school gates if and when safe to do so – always has keys with them*
- *Directing and expecting children to keep a clean and tidy play space*
- *Supervising playground clean up*
- *Shepherding children to visible areas*
- *Check that children are seated while eating*
- *Model and check the correct use of sports equipment*
- *Reports to the office the need for any maintenance or repairs Supports other staff by*
- *Being punctual*
- *Communicating and handing over issues*
- *Being professional and following our guidelines for an effective yard duty teacher*