

St Augustine's Keilor Supervision Policy

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



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS



Purpose

St Augustine's Primary School 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 Augustine'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 Augustine'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 Augustine'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.

- 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.

Staff on Yard Duty must be punctual and vigilant. Keep moving and cover all of the designated duty area. The oval is to be used at lunchtime each day unless it is too wet/hot. The senior adventure playground can be used by any students from 3-6 but a teacher at his/her discretion may limit its use if it is too crowded. During play times when all classes are in the yard together, large balls, tennis racquets and cricket bats may not be used. Teachers are to be visible and active during yard duty. Staff are to remain on duty in the designated area until they are replaced by the next teacher. All teachers on yard duty are required to wear a yellow fluro vest for ease of location and identification.

Before School Duty: Supervision begins at 8.30am and concludes when students have entered their classrooms after the first bell at (8:45am). A staff member supervises the playground and 2 staff members supervise the drop off zone. No large balls allowed. This duty includes unlocking the park gate, main gates and sliding gate and the external toilet doors. Students walk straight to class on the first bell using allocated doors and walkways. The playground supervisor monitors children walking in to the main building. One of the drop off supervisors monitors the children walking to the portables.

After school duty: Two teachers are on duty from 3.15 pm until 3.30pm. Students not collected by this time are taken to the office. Office staff will contact parents to organise collection if necessary. Teachers performing these duties are reminded to always put the children's safety first. You do have the right to insist on local by-laws being obeyed. Abusive parents should be reported to the Principal. No ball games, chasing games or 4 square are permitted in any of the three exit areas after school. Students should not

be on the playground unless under parental supervision. 2 staff will supervise the pick up zone ensuring cars flow easily and take up the next available space. Supervisors to lock park gate, sliding gate and toilets, exit door near canteen, and main glass double doors. Staff are to move to dismissal area with staff both in the yard and at the pick up zone. Organise with your level who should remain in which area until your children are picked up.

Late Pick Up: The teachers on after school duty are responsible for following up any students not picked up on time by accompanying them to the office foyer and informing the office staff who will contact parents to organise collection if necessary.

Playground supervision: Staff must be punctual for yard duty. At lunch time there are 2 staff on the bottom oval and 2 teachers on the top oval. The teacher on duty on the asphalt area is required to supervise toilet traffic and ensure that students are not loitering near or playing in the toilets. An LSO or teacher is rostered to attend to the First Aid room during lunch. An LSO or teacher will supervise First Aid and unlock and lock the toilets. The teacher assigned to the oval carries a walkie talkie, delivered to them by a senior student. The second walkie talkie is placed in the Staffroom. The yard duty teacher should test the walkie talkie by seeking a response from the Staffroom each duty and report any charging required to the Deputy. A student will collect and return the 2 walkie talkies to the staffroom at the conclusion of each lunch duty. The teacher on oval duty is also provided with a portable First Aid kit by a senior student to treat any minor injuries.

Friendship Stop: Tubs of toys and games are available near the double doors for students who find it difficult to find a friend in the yard. Students are welcome to play with them under the veranda and under the supervision of the teacher on sickbay duty. Students need to be given time to pack up prior to the bell at the end of lunch time. This should begin at 11:45am. Ordinarily, these games and toys are used only at lunch time.

Wet Days/Hot Days: Inside: Children should be playing appropriate games, drawing or talking. Class teachers need to set standards of appropriate play for these occasions. Children should remain in their own classroom to facilitate supervision requirements. Be aware of travel/behaviour to and from the toilets. Children in the senior area are required to be seated and occupied.

Outside: If the oval is deemed too wet to play on then large balls – footballs, soccer and basketballs and bats or racquets are not to be used. Older children need to be made aware of the needs of our younger children to feel safe on the playground.

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 from 8.30am before the start of school and for St Augustine's at 3.15pm after the end of school classes. Students who remain in the school grounds after this time will be taken the school office to await collection by their parents. If the parents do not come to collect their children by 3.30pm 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 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	V2.0-2022