Melbourne Archdiocese
Catholic Schools

St Anne's Supervision Procedures

St. Anne's
Primary School

Purpose

These procedures outline the processes in place at St Anne's 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.
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 St Anne's yard duty roster and St Anne's 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 supervision is provided for a minimum of ten minutes before and after school.

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 – Beresford St

4.2. Public transport and transport organised by the school.

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. 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.

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

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

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

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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