



Purpose

These procedures outline the processes in place at St Leonard'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.
 - 1.5.1. Follow the St Leonard's Behaviour Management Plan

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. Usual designated areas for duty are Playgrounds B, C & D
 - 2.4.2. Out of bounds areas are the vegetable gardens and Playground A unless supervision is announced
 - 2.4.3. Specific school hazards and risks in grounds, buildings and facilities include unlocked gates, especially on Playground D.
- 2.5. The yard duty roster is on the google drive and displayed in the staffroom

- 2.5.1. The Deputy Principal is responsible for maintaining the roster
- 2.5.2. Replacement yard duty supervisors are communicated by the Deputy Principal
- 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. Equipment to be taken to yard duty includes a mobile telephone, flouro vest and first aid bag, available in the staffroom.
 - 2.6.2. Yard duty times are 8;30-8:45 am, 11-11:30am, 1:40-2:35pm and 3:15-3:45pm
 - 2.6.3. Handover procedures involve staff speaking to the next teacher and sharing issues or potential issues
 - 2.6.4. First aid arrangements- students in class asked to proceed to the school office. Students outside are to see the teacher on duty and may be given a sick bay card to take to the school office. Parents are notified of first aid given and may be parents may be asked to collect their child from school.
 - 2.6.5. Emergency response procedures are communicated over the speakers. Evacuation and lock-down drills are rehearsed throughout the year.
 - 2.6.6. Wet weather procedures- staff and students notified over the speakers
 - 2.6.7. Alternative timetable procedures will, as far as possible, be communicated beforehand by the Deputy Principal and Principal. If not, they will be communicated at the time of need.

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.
- 3.2. Principals are to document:
 - 3.2.1. The time the school grounds will be open and be p is 8:30 to 8:45am & 3:15-3:30pm
 - 3.2.2. areas that will be supervised are playground B and the car park gates.
 - 3.2.3. supervision will conclude at the end of the day at 3:30pm
 - 3.2.4. students who are still on the premises at the conclusion of supervision are taken to the school office where they wait with admin staff and parents are called if necessary
 - 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 at Allen St and Springvale Rd car parks
 - 4.1.2. road traffic conditions are busy at drop off and pick up times and parents are reminded to drive slowly and carefully via the school newsletter
 - 4.1.3. designated pick up and drop off areas are the Allen St and Springvale Rd car parks.
 - 4.1.4. bus supervision does not apply at St Leonard's
 - 4.1.5. other public transport considerations
- 4.2. Public transport and transport organised by the school is not applicable to our 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 on the school website - <https://www.leonardsgwav.catholic.edu.au/our-school/school-policies/>
- 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 – on the school website - <https://www.leonardsgwav.catholic.edu.au/our-school/school-policies/>. 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.
- 6.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.
 - 6.12.1. Principal to check and sign documents and supervise work experience students in partnership with teachers, when on site.

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 on the school website - <https://www.leonardsgwav.catholic.edu.au/our-school/school-policies/>.

8. Changes to school operating times and alternative programs

- 8.1. We have an extreme weather duty roster to ensure suitable supervision on wet or hot days.

- 8.2. At times the school will start later than 8:45am and at these times the school playground will be supervised for 15 minutes before the start time.
- 8.3. At times the school will finish at times earlier than 3:15pm (for example at the end of Term). In these cases the school playground will be supervised for 15 minutes after the end of school bell, as per usual.
- 8.4. All changes to the timetable are communicated through the school newsletter.

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

Yard Duty Roster

Staff Handbook

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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