



# St Francis Catholic College Supervision Procedures

## Purpose

These procedures outline the processes in place at St Francis Catholic College 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 All students are expected to behave in accordance with the Behaviour Policy, Behaviour Management Procedure and Student Code of Conduct.

This includes:

    - Clearly articulating expectation with respect to student behaviour
    - There are also established classroom routines for students in years 7 to 10 to address behaviour expectations. This includes students lining up outside their classroom in a designated area as specified by the classroom teacher and enter the room calmly and quietly. Students are required to stand behind their chair, greet the teacher, and wait for the roll to be called.
    - Establishing specific teaching, learning and wellbeing programs that addresses respectful relationships
    - Communicating expectations with the wider school community
    - Acknowledging positive behaviours in a range of ways from informal verbal acknowledgement though to structured merit awards for academics, endeavour and character
    - Maintain accurate and up-to-date records with respect to student behaviour
    - Subject teachers for senior students will develop classroom routines independently and work with them to ensure punctuality to class, being respectful and follow the Student Expectation Framework.
  - 1.5.2 All students are supervised during class time. Senior students with non-class time, e.g. study period is provided with passive supervision.

#### 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. There are designated areas for yard duty as illustrated on the yard duty map (located in the Staff Handbook).
  - 2.4.2. Out of bounds areas (e.g. Maintenance workshop and car park) are locked and indicated by a combination of signage, permanent or temporary fencing and/or bunting to communicate to staff and/or students that they cannot enter. Students are also shown the areas that are out of bounds at the start of the year.
  - 2.4.2. Specific school hazards and risks in grounds, buildings and facilities  
Specific school hazards and risks in grounds, buildings and facilities are identified and managed through a combination of the Hazard Register, workplace inspections and MyMaintenance, a computerized maintenance management system that allows the school to handle all urgent repairs, preventative maintenance and scheduled facility management.
- 2.5. Location of the yard duty roster
  - 2.5.1. Responsibility for maintaining the roster  
The Daily Organiser is responsible for developing and maintaining the yard duty roster and communicating to all staff at the beginning of each semester and/or as required. The roster is synced to the SIMON Learning Management System timetable to help staff manage their roster. It is also displayed in the staffroom and emailed to all staff.
  - 2.5.2. Procedures for arranging replacement yard duty supervisors  
It is the individual staff member's responsibility to arrange a switch with a colleague as well as inform the Daily Organiser if there is a yard duty that cannot be fulfilled. If the staff member is absent and lodged their leave, the Daily Organiser will ensure to have the yard duty covered.
- 2.6. Responsibilities and duties for supervising teachers
  - 2.6.1. Location of equipment to be taken to yard duty  
The location of the equipment for yard duty is located in the Administration building on Melton campus and the yellow building staff room on Cobblebank campus.
  - 2.6.2. Yard duty times  
Yard duty is provided before and after school as well as at break times during school hours. At Melton campus, yard duty begins at 8 am and ends at 4pm for before school and after school yard duty respectively. At Cobblebank campus, it is 8.10 am and 3.30 pm for before school and after school yard duty respectively.
  - 2.6.3. Handover procedures  
Staff who are assigned yard duty during the first half of big break time are to collect their labelled area radio, folder and yard duty bag from the Administration building (Melton campus) or yellow building staffroom (Cobblebank campus) at the commencement of big break. It is to be handed over to the next staff member on duty during the second half of the big break, who is to return it to the charging unit at the end of the break. Teachers remain on duty in the designated area until they are replaced by the next teacher. If the second staff member on duty does not arrive at the designated change over time, the first person will contact the office via their radio and remain on duty until further arrangements are made.
  - 2.6.4. First aid arrangements

Yard duty staff carry first aid kits on duty to treat for minor injuries. The Senior First Aider is notified if further assistance is required.

2.6.5. Emergency response procedures

Students suffering an incident and/or injury are treated on campus by the Senior First Aider. The emergency services/ambulance are called for further treatment of incidents/injuries that are deemed to be serious as outlined in the SFCC First Aid Procedures.

2.6.6. Wet weather procedures

In the event where wet weather arrangements are called due to extreme weather conditions, staff on yard duty will move to designated buildings/spaces to spend break time. These buildings/spaces are listed in the Extreme Weather Policy and Procedure and in the Staff Handbook.

2.6.7. Alternative timetable procedures

On occasions when an alternative timetable is required, particularly on days where the school has special events scheduled (e.g. Celebration Day, full school assembly), the organizer of the event will work together with the Daily Organiser to develop an alternative timetable.

### 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 supervised.

At Melton campus, the gates open at 8 am and staff supervise students on the school grounds and at the two entrance points on Melton campus. Students finish class at 3 pm, and staff are rostered to supervise bus areas and those who remain at the school in the Alexandria Resource Centre. This supervision ends at 4 pm.

At Cobblebank campus, the gates open at 8.10 and coincides to the start of before school yard duty. Students finish class at 3 pm, and staff are rostered to supervise until 3.00 pm - 3.20 pm depending on whether there are after school programs running.

The areas supervised are identified on the yard duty roster and yard duty map (as outlined in the Staff Handbook).

3.2.2. process for students who are still on the premises at the conclusion of supervision

If a student needs to be picked up or catch a later bus after supervision concludes at the end of the day, they are to remain inside the school boundary until collected.

3.2.3. arrangements for before or after school activities (e.g., sport, music, etc)

Any activities that students participate in outside of school hours require parental permission. A request is sent via the Parent Access Module and includes all details about pick-up times and the supervising staff. Should the time change due to unforeseen circumstances, a text message is sent to parents/carers to communicate a different pick-up time.

3.2.4. how parents are made aware of before and after school supervision procedures

An annual letter is sent to parents and carers to communicate the before and after school supervision procedures at the school. A reminder to parents will also be sent during the year.

### 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 the Melton campus, before and after school supervision is assigned on school grounds and at the two entrance points of the school.

At the Cobblebank campus, supervision is assigned at the school front gate and internal car park crossing. There is also supervision in the middle of the school grounds.

- 4.1.2. road traffic conditions
 

Additional supervision is provided based on the level of need as road traffic conditions change.
- 4.1.3. designated pick up and drop off areas.
 

The Melton campus designated pick up and drop off area is on the Service Road via Bulmans Road.

The designated pick up and drop of area at the Cobblebank campus is on campus entering via Adelong Boulevard.
- 4.1.4. bus supervision
 

Bus supervision is provided in the bus area for students alighting or boarding the school buses at the start and end of the day respectively.
- 4.1.5 other public transport considerations
 

There is a review of these areas as needed.

#### 4.2. Public transport and transport organised by the school

- 4.2.1 The school supervises public transport buses that depart from Melton campus as per bus duty roster. Students are expected to behave in accordance with the Student Code of Conduct and the Student Behaviour Policy at all times, including before and after 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.
  - 6.7.1 External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
  - 6.7.2 Refer to [Child Safety and Wellbeing Policy](#) for procedures
- 6.7. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 6.8. 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.
- 6.9. Refer to [Excursions, Camps and Travel Policy](#) and [School 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.

- 6.10.1 All external providers are supervised by one or more staff members depending on the type of activity and the number of students who are participating. A supervision roster is created to inform staff on camp when and where their supervision duty is required in between camp activities. This is communicated via a Camp Staff Handbook that is distributed to all staff attending camp prior to the first day.
- 6.10. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
  - 6.11.1 External providers that visit the school to undertake assessments with students are monitored by a school psychologist and/or Learning Diversity Team. External providers are provided with line-of-sight supervision at all times when meeting with a student.
- 6.11. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.
  - 6.12.1 VET or SBAT (school-based apprenticeship and training) students are either monitored by their trainer or other trainers/teachers. Students sign in and out at reception and are fully supervised throughout their time at the school. Students remain indoors during recess and supervised by their teacher.

## 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](#).

## 8. Changes to school operating times and alternative programs

- 8.1. Schools are to document the procedures for supervision of students that operate in the school
  - 8.1.1. when there are changes to the start and finish times for school and/or adjustments to yard duty times, the Daily Organiser will communicate via the daily bulletin and emailed to all staff.
  - 8.1.2. alternative programs or timetables in place, such as during exams, parent teacher/student meetings, etc. are communicated to all staff by the Daily Organiser as per 8.1.1.
  - 8.1.3. senior students use of study or free lessons are required to sign in electronically to mark their attendance and then provided with passive supervision by staff members who are in the immediate vicinity.
- 8.2 Changes to programs/timetables and supervision of students in these instances are communicated to families by the Communications team on behalf of the principal via email and/or 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**

Behaviour Management Procedure

Yard Duty Areas Map

Staff Handbook

SFCC First Aid Procedures.

Extreme Weather Policy and Procedure

### **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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