



St. Christopher's Supervision Procedures

Purpose

These procedures outline the processes in place at St. Christopher'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. This includes;
 - Treat others with kindness and respect
 - Respect property and the environment
 - Act safely at all times
 - Try our best
 - Follow instructions

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. During recess one staff member will supervise the basketball court area (students not allowed on the oval at this time). During the lunch break, one staff member will supervise the basketball court area and one will supervise the oval/adventure playground area.

- 2.4.2. The area behind the western goal posts on the oval as well as the carpark behind the hall, are out of bounds during lunchtime.
- 2.4.3. Specific school hazards and risks in grounds, buildings and facilities include unlocked gates highlighted on the attached playground map, friendship garden (not directly visible from most of the playground positions)
- 2.5. The yard duty roster is shared with all staff on Google drive. It is also displayed in the staffroom and office area.
 - 2.5.1. The deputy principal is responsible for maintaining the yard duty roster
 - 2.5.2. The deputy principal and principal are responsible for replacing supervising teachers if they are absent
- 2.6. Responsibilities and duties for supervising staff
 - 2.6.1. Supervising staff must take the following on yard duty; mobile phone, first aid bum bag. Supervising staff must wear a high visibility vest. Vests and first aid bags are stored on hooks near exits to the playground.
 - 2.6.2. Recess duty times; (1) 11:00-11:15am, (2) 11:15am – 11:30am. Lunch duty times; (1) 1:10pm – 1:35pm, (2) 1:35pm – 2:00pm
 - 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 staff member. This staff member may provide basic first aid or send a student to the staffroom or office for further assistance. If the staff member on duty requires assistance, they call the office or send students or another staff member for help. In an emergency dial 000. Staff inform parents via the SIMION Parent Access Module (email) or phone if necessary, to inform them of the incident and first aid administered.
 - 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. A wet weather yard duty roster is displayed in the staffroom and shared on Google Drive.
 - 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 supervised; 8:30am – 8:55am and 3:30pm – 3:45pm
 - 3.2.2. areas that will be supervised include the basketball court area and pedestrian crossing next to the hall
 - 3.2.3. supervision will conclude at the end of the day - 3:45pm
 - 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 school staff until they are collected. Parents are called if necessary.
 - 3.2.5. Students attending after school activities on the school site, make their own way to relevant spaces. Students are dismissed to parents by relevant contractor staff. There is a school staff member on site should the contractor need assistance. Some students are supervised by contractors as they move to after school care following an activity.
 - 3.2.6. how parents are made aware of before and after school supervision procedures – school newsletter

4. School entry and exit points

- 4.1. Principals may organise supervision of entry and exit points that consider:
 - 4.1.1. Pedestrian crossing

- 4.1.2. road traffic conditions – Doon Avenue
 - 4.1.3. designated pick up and drop off areas – car park in front of church and behind hall
 - 4.1.4. bus supervision does not apply
 - 4.1.5. other public transport considerations not applicable
- 4.2. Public transport and transport organised by the school is not applicable
- 4.2.1. Principals are not obliged to supervise students using public transport, but may document procedures at public transport stops or stations based on:
 - the proximity of the school to the public transport stop/station
 - known risks to students using that transport
 - unruly or antisocial behaviour
 - age of students
- 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
- 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. Where possible, external providers working one-to-one with students will be in line of sight of a school staff member. When not working in line of sight, school staff will supervise external providers and ensure they are in an open space/room and can easily monitored.

- 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](#).

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 finish at times earlier than 3:30pm (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. Students not collected will be taken to the office and supervised until collected.

8.3. 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 Areas Map
- Yard Duty Roster and Responsibilities

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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