



## Purpose

These procedures outline the processes in place at St John the Apostle 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 in line with Positive Behaviours for Learning (PBL)

#### 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 John the Apostle yard duty roster and St John the Apostle 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. Each staff member will receive a copy of the Yard Duty Roster at the beginning of each Term. Copies of the Yard Duty Roster will also be placed in the Community Space, Administration Office, Conference Room and is also available on the Teacher Google Drive
  - 2.5.1. The Yard Duty Roster is updated and maintained by the Leadership Team
  - 2.5.2. Procedures for arranging replacement yard duty supervisors

- 2.5.2.1. When a staff member is absent due to illness, the Leadership Team will organise a replacement
- 2.5.2.2. When a staff member cannot perform their allocated duty due to an excursion, etc where possible they organise a swap with another staff member
- 2.6. Responsibilities and duties for supervising teachers
- 2.6.1. Location of equipment to be taken to yard duty – rostered students will deliver the walkie talkie and First Aid bag to staff prior to the commencement of the first yard duty. Staff will wear an orange vest and are encouraged to also have their mobile phone on hand in case of emergency and to record any student incidents in the school monitoring app.
- 2.6.2. Yard duty times are as follows:
- Before School: 8:30am – 8:50am**
- First break: 11:00am – 11:20am**
- 11:20 – 11:40am**
- Second break: 1:40pm – 1:55pm**
- 1:55pm – 2:10pm**
- After School: 3:15pm – 3:25pm**
- 2.6.3. Handover procedures
- All staff are expected to arrive for their assigned yard duty on time.
  - Staff member on first yard duty to share any relevant information regarding students to the replacing staff member
- 2.6.4. First aid arrangements
- Minor first aid requirements can be administered by staff member on yard duty, e.g. band aid, tissue, etc.
  - More serious first aid requirements can be administered by the staff members on First Aid Duty in the Community Space, e.g. knock to the head, vomiting, etc
- 2.6.5. Emergency response procedures
- In the event of an emergency staff on yard duty are to call the Administration Office or send a student for assistance
  - First Aid will be administered
  - 000 will be called where required
  - Parents will be notified
- 2.6.6. Wet weather procedures
- During wet weather an alternative Yard Duty timetable will be enforced. Each learning area to have one teacher on duty between two classes and leadership will rove. The alternate timetable will be organized and announced over the loudspeaker by the Leadership Team

### 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 school grounds will be open and be supervised each day from 8:30am. The school gates will be closed from 8:50am until 3:00pm when they will reopen for students to be picked up
- 3.2.2. areas that will be supervised:
- Car Park
  - Hall gate
  - Green undercover area
  - Outside the junior classrooms
- 3.2.3. time supervision will conclude at the end of the day at 3:25pm

- 3.2.4. process for students who are still on the premises at the conclusion of supervision:
  - All remaining students are to be taken to the Administration Office by the classroom teacher
  - The Administration Officer will contact parents
  - Students are to wait in the Community Space with their teacher until they are picked up
- 3.2.5. arrangements for before or after school activities (e.g., sport, music, etc) – N/A
- 3.2.6. parents are made aware of before and after school supervision procedures via Information Evenings, the newsletter and Operoo

#### **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
    - Front entrance gate
    - Hall gate

Unsupervised – Low Traffic Entry and Exit points

    - Embleton Avenue gate
    - Portable gate
  - 4.1.2. road traffic conditions
    - Wyndham Council school crossing available for families on Cottesloe Boulevard
  - 4.1.3. designated pick up and drop off areas
    - morning drop and go zone in the school car park
    - afternoon pick up parking available in the school car park
  - 4.1.4. bus supervision – N/A
  - 4.1.5. other public transport considerations – N/A
- 4.2. 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 – policy can be found on St John the Apostle website

- 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. 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 – policy can be found on St John the Apostle website.

## 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,
    - Out of School Hours care is offered from the alternate finishing time
    - The Principal meets regularly with the Out of School Hours Care company regarding any scheduled school closures or early finishes
  - 8.1.2. alternative programs or timetables in place, such as during exams, parent teacher/student meetings, etc.
- 8.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families via:
  - Operoo
  - newsletters

## 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

Yard Duty roles 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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