

Our Lady of Good Counsel School Supervision Policy

On and off-site, external providers, camps and excursions



Purpose

Our Lady of Good Counsel School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Consistent with Our Lady of Good Counsel School's vision of the education programs, we aim to empower students to encounter the future with respect, courage and kindness, enriched by life-giving relationships and inspired to bring the Gospel to life.

Our Lady of Good Counsel School and all teachers have a duty of care to ensure the safety and wellbeing of all students by ensuring appropriate supervision at all times. At Our Lady of Good Counsel School, the adequate supervision of students is the responsibility of all staff. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen.

Aims

To promote the safety and wellbeing of all students and to provide adequate and appropriate supervision of students in the school, including:

- all indoor and outdoor activities
- activities that occur off site
- activities involving external providers
- school sponsored activities that occur outside school hours.

Policy

Supervision will be provided to students that takes into account the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual impairments
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

Supervising staff will receive first aid training and the school will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

Accidents and incidents will be recorded in the Accident and Incident Register and follow up and remedial actions undertaken as appropriate to the particular situation and in accordance with relevant policies.

Indoor and outdoor activities on school site

The following requirements will be followed in regard to indoor and outdoor activities on the school site:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class.
- Students will 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 routine.
- Adequate age appropriate supervision in class, including consideration of the nature activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment
- If teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher.
- School officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of a designated class teacher.
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students with even greater care for younger students or students at risk.
- 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.
- Classroom rules are designed at the start of each year to highlight expectations, set appropriate boundaries and assist the smooth conduct of the class.

Yard duty

A yard duty roster showing designated areas is used for supervision of the school yard before school, during school breaks and after school.

Our Lady of Good Counsel School Expectations for Yard Duty:

1. Students are supervised when outside during recess and lunchtime. It is the responsibility of the Deputy Principal to prepare the duty roster and ensure that each day there is adequate supervision of the three play areas.
2. During morning recess three staff are allocated for 12 or 13 minute durations from 11.00am – 11.12am and 11.12am – 11:25am. At the end of recess staff on second half duty are required to stay on the playground until teachers come to take over the supervision of their class.
3. Teachers move continuously while on yard duty.
4. From 1pm students are supervised to eat their lunch in the classrooms for 10mins. Once students are permitted to move to the playground, three staff are allocated to supervise from 1.10pm – 1.25pm, 1.25pm – 1:40pm and 1:40pm – 1:55pm. At the end of lunch staff on the last rostered duty are required to stay on the playground until teachers come to take over the supervision of their class.
5. When the music plays, students move to toilets and bubblers and then sit in the designated areas on the basketball court to wait for their teacher.
6. Staff are required to wear fluorescent vests and carry a hip bag with first aid supplies. These are located in the cupboard of the atrium foyer. There is a book available to record any incidents or events of note e.g. behavioural or social.

7. Staff members who are aware that they cannot fulfil their yard duty obligations are required to organise a swap with another staff member. The staff names, times and areas changed should also be recorded on the whiteboard in the staffroom.
8. Casual Relief Teachers will be responsible for the yard duty responsibilities of staff members they are replacing or as directed by the Principal, Deputy Principal or Administration Leader.
9. If a staff member is absent from school and is not replaced, the Deputy Principal or Administration Leader will ensure another staff member replaces their duty. This will be done through an extra yard duty roster organised by the Deputy Principal or Administration Leader. The Principal / Deputy Principal / Administration Leader will be responsible for documenting this on the whiteboard.
10. Staff on yard supervision must approach intruders or suspicious people in the yard.
11. Staff on yard duty supervision are required to implement the school's behaviour support policy consistently.
12. Staff will always take reasonable care to ensure that all students can be sighted in the area that they are supervising. Regular checks of the student toilet areas are required.
13. All staff will take reasonable care to ensure that the school's locking up procedure is followed.
14. Teachers are to be visible and active during yard duty.
15. Teachers are to remain on duty in the designated area until they are replaced by the next teacher.

Off-site activities including camps, excursions and local functions

The following requirements will be followed in regard to off-site activities including camps, excursions and local functions:

- For each offsite activity, there is a designated teacher-in charge.
- All teachers and assistants must refer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern.
- All teachers are responsible for all of the students in the activity.
- Helpers in the activity are there to support teachers, but are not authorised to make decisions for the group.
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students.
- Teachers need to use a method of accounting for all students at any given point during the activity.
- If students need to use public toilets, they should be accompanied to the toilet block by an adult so as to monitor their safety at all times.
- A record of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity. This includes a risk assessment for the activity proposed.
- Any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC).

Activities involving external providers – on site or off-site

The following requirements will be followed in regard to activities involving external providers, either on the school site or off-site:

- The school is responsible for students at all times, and this responsibility cannot be delegated to others.
- The classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- 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, camp activities, guest speaker on site.
- External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
- External Providers must have a WWCC. The WWCC Number must be recorded by the teacher organising the activity.
- A record of the activity, excursion or camp will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.
- 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, NDIS providers.
- If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.

Before and after school supervision

The school yard will be unlocked and supervised for 20 minutes before the start of school and for 15 minutes after the end of school classes. Students who remain in the school grounds after this time will be taken to the school office to await collection by their parents/guardians/carers. If the parents/guardians/carers do not come to collect their children within the allotted times, a phone call will be made to the parents/guardians/carers or the emergency contact if the parents/guardians/carers cannot be contacted.

The school is committed to ensuring student safety however parental/guardian/carer co-operation is essential to managing safety issues immediately before and immediately after school.

As applicable, school activities (such as sport or band practice) arranged before or after school, will have appropriate supervision in place for attending students depending on the time and location of the activity.

Parents/guardians/carers will be informed of the school's supervision arrangements and made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students.

Any queries or points of clarification should be referred to the Principal or the Deputy Principal.

Implementation

This policy will be implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures

- initiation of corrective actions where necessary.

Related School Policies

- Student Behaviour Policy
- Child safety policies
- Child safe risk assessment
- Child Protection - Code of Conduct
- Duty of Care Policy
- Excursion/Camps Risk Management Guidelines
- MACS First Aid Policy and Guidelines
- Anti-Bullying Policy (including cyberbullying)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2024

POLICY DATABASE INFORMATION	
Related documents	
Superseded documents	Supervision Policy – v1.0 - 2021
New policy	