

## Purpose

These procedures outline the processes in place at Carlo Acutis Catholic Primary School 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.

#### 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. Yard duty will occur at the following times:
  - 2.3.1. 8:30am – 8:45am: Before school year duty. Staff member located at school gate entrance next to car park. (See Appendix 1 - Location #3)
  - 2.3.2. 10:45am – 10:55am: Supervised eating time (See Appendix 1 - Location: Classrooms)
  - 2.3.3. 10:55am – 11:45am: Lunch Play (See Appendix 1 - Location # 1 & #2)
  - 2.3.4. 1:45pm – 1:50pm: Supervised eating time (See Appendix 1 - Location: Classrooms)
  - 2.3.5. 1:50pm – 2:15pm: Recess Play (See Appendix 1 - Location #1 & #2)

- 2.3.6. 3:15 pm – 3:30pm: 8:30am – 8:45am: After school year duty. Staff member located at school gate entrance next to car park. (See Appendix 1 - Location #3)
  - 2.4. 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.
  - 2.5. The principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these.
    - 2.5.1. Designated areas for yard duty are illustrated on a yard duty map (see Appendix 1)
    - 2.5.2. Out of bounds areas are identified on the yard duty map (see Appendix 1)
  - 2.6. All children must be out of school buildings during recess and lunchtime, except the First Aid room when necessary. This is a duty of care issue. Students should not be allowed indoors to collect forgotten items, as this affects the supervision of students.
  - 2.7. Yard Duty areas should not be left to collect balls that have moved outside the premises. These can be collected during Yard Duty change over or when the children move to line up.
- 3. Responsibilities and duties for supervising teachers**
- 3.1. Be prompt. Make sure you are on the yard on time and patrolling (moving around) the area.
  - 3.2. Teachers are to be visible and active during yard duty.
  - 3.3. Teachers are to remain on duty in the designated area until the next teacher replaces them. Do not leave until replaced.
  - 3.4. Maintain a clean yard in line with our school's focus on the environment and sustainability. If children are still eating their lunch, make sure they are seated in allocated areas.
  - 3.5. Be responsible for checking the Yard Duty Roster. Organise 'swaps' of Yard Duty if needed and record on the 'Yard Duty Swap' Roster, online portal or on the Staff White Board.
  - 3.6. Supervise the Toilets and Out of Bounds areas.
- 3.7. Check and maintain gate security: Approach any outsider/unauthorised person to ascertain their purpose of visit and direct to the office for a visitor's pass.
- 3.8. Ensure a high visibility vest is worn (stored individually in classrooms) and collect a First-Aid bag with cards and phone from the first aid room.
  - 3.9. Send children to First Aid when needed. Please attend to simple first aid issues - bum bags are equipped with this.
  - 3.10. Report any serious injury to the Classroom teacher and Principal and ensure the incident report is completed (Appendix 2).
  - 3.11. Ensure corridor doors are locked and make sure no child is inside without teacher permission.
  - 3.12. Help settle playground disputes following the Positive Behaviour Policy/ restorative behaviours approach.
  - 3.13. Be proactive with safety. Stop any games that are not safe before injury occurs.
  - 3.14. Know and discuss the Yard Rules but always know that you are "the authority" when directing children.
  - 3.15. If a serious incident occurs during an outdoor recess or lunch duty, an incident report will be filled in and filed with the Wellbeing Leader.
- 4. Yard duty rules**
- 4.1. Football, cricket, etc, to be played in the netball court area.
  - 4.2. Bikes must be walked through the schoolyard, not ridden.
  - 4.3. No children are to enter the playgrounds until the teacher on duty arrives.
  - 4.4. Adventure playground is not to be used before or after school
- Adventure playgrounds and Netball court area**  
Not to be used if wet

No running or playing chasey on adventure playgrounds.

Not to be used before or after school.

**5. Before school supervision**

- 5.1. Teachers on duty before school from 8.30 – 8.45am
- 5.2. The schoolyard will be unlocked and supervised for 15 minutes from 8:30 am before the start of school and for 15 minutes from 3:15 pm after the end of school classes.
- 5.3. Move around the entrance gates.

**6. Early arrivals**

- 6.1. The school is responsible for students who arrive before 8:30 a.m. If children arrive before this time, they must sit on the seat in the office until they are able to move to their classroom at 8:30 a.m.

**7. After school supervision**

- 7.1. 3.15 pm – 3.30 pm
- 7.2. All staff walk their children out to the designated meeting areas.
- 7.3. Be prompt to the designated area when the bell goes.
- 7.4. Ensure the safety of children when they are being picked up, try and sight parents where possible.
- 7.5. At 3.30 pm lock the gates leading to the side of the school and bring all children not collected to the office. Parents will be called by the Office staff.
- 7.6. Students who remain in the school grounds after this time will be taken the school office to await collection by their parents/guardians/carers. If the parents/guardians/carers do not come to collect their children within 15 minutes a phone call will be made to the parents/guardians/carers or the emergency contact if the parents/guardians/carers cannot be contacted.
- 7.7. 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.
- 7.8. 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.
- 7.9. 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.
- 7.10. Immediately before and immediately after school.
- 7.11. Parents/guardians/carers have primary responsibility of their child/ren's travel to and from school.

**8. Offsite activities and excursions**

- 8.1. For all supervision requirements for offsite activities excursions including local excursions, refer to the [Excursion, Camps and Travel Policy](#) and [School Excursions Procedures](#).

**9. Activities involving external providers – onsite**

- 9.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.
- 9.2. Refer to the school's relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.
- 9.3. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 9.4. The supervision of students provided for presentations and incursions must be appropriate to the students' age, location, and nature of the activity.
- 9.5. The classroom teacher, or teacher in charge of the group, is always responsible for the group. Visiting speakers do not have the authority to supervise students in schools.

- 9.6. 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.
  - 9.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
  - 9.8. External providers must have a Working with Children Check (WWCC) Clearance. The teacher organising the activity must record the WWCC number.
  - 9.9. The teacher in charge of the activity will complete a record of the activity, which will be given to the principal for approval prior to the activity.
  - 9.10. If external providers work 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.
  - 9.11. If external providers, such as psychologists, are providing one-to-one testing, office staff or a school leader monitors the schedule.
10. 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 student supervision.
  11. Any queries or points of clarification should be referred to the principal or the deputy principal.

## 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**

### **Related MACS policies and documents**

Duty of Care Policy for MACS Schools

Supervision Policy for MACS Schools

Carlo Acutis Catholic Primary School Child Safety and Wellbeing Policy

Carlo Acutis Catholic Primary School First Aid Policy

Carlo Acutis Catholic Primary School Teacher Registration Procedures

Carlo Acutis Catholic Primary School Working with Children Check Procedures

## **Policy information table**





<b>Approving authority</b>	Director, Learning and Regional Services
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<b>Major review by</b>	March 2025
<b>Publication details</b>	CEVN

# Carlo Acutis Catholic Primary School yard duty supervision areas



1/2 Netball court

Adventure Playground

	Stage 1 buildings and supervision areas
	Proposed soccer field
	Out of bounds areas
	Stage 2 construction – out of bounds

