

# St Martin of Tours Rosanna Supervision Policy

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



## Purpose

St Martin of Tours Rosanna 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 St Martin of Tours 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.

St Martin of Tours Rosanna 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 St Martin of Tours Rosanna, 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.

Teachers are to be visible and active during yard duty.

Teachers are to remain on duty in the designated area until they are replaced by the next teacher.

Teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.

### **CHILD SAFE STANDARDS**

All students enrolled at St. Martin of Tours Rosanna have the right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance towards child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety. There is particular attention paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.

All school staff must remain familiar with the relevant laws, the code of conduct, and policies and procedures in relation to child protection and to comply with all requirements. We have developed a Child Safe Policy and Child Safety Code of Conduct which recognises the critical role that school staff play in protecting the students in our care and establishes clear expectations of school employees, volunteers, contractors and clergy for appropriate behaviour with children in order to safeguard them against abuse and or neglect. Copies of the Child Safe Policy and Code of Conduct are given to all staff upon employment at St Martin of Tours Rosanna.

## **SECURITY**

- Parents/helpers/visitors are to sign in at the Office before proceeding to classrooms.
- Parents and visitors working with students must have a current Working with Children check and sighted/signed the Code of Conduct / completed the Parent helper Information session.
- External gates surrounding the school are to be locked at all times.
- Classroom doors and windows are to be locked when leaving the rooms, especially at the end of the day.
- All gates are to be locked by 9am and unlocked by 3.10pm, by the teacher/s on duty.
- Before school duty 8.30-8.50am. After school duty: 3.05-3.35pm)

## **SCHOOL DAILY TIMETABLE**

Classes commence for the day at 9.00am. The first bell is at 8.50am. When not on duty, teachers are required to be in classrooms by 8.30am.

(Before school duty: 8.30 - 8.50am)

8.45 Students go into class.

9.00 Classes begin

11.00 Eating Time

11.10 1st Break (2 x 20mins duties)

11.50 Classes Resume

1.50 Eating Time

2.00 2nd Break (2 x 20mins duties)

2.40 Classes begin

3.20 End of School day

(After school duty: 3.05-3.35pm)

## **EARLY ARRIVALS BEFORE SCHOOL**

Students are encouraged not to arrive at school prior to 8:30 am. If students come before 8:30 am, they must use the Out Of School Hours Program (OSHC). This program operates before and after school. Students are not to enter the classrooms until after 8.45am.

## **BEFORE AND AFTER SCHOOL EXPECTATIONS**

For safety reasons, students are not permitted to play or congregate on the Adventure Playgrounds, bottom yards and oval immediately before and after school. Students are expected to arrive and depart from the school boundaries promptly and are to be frequently reminded to keep to a predetermined timeline and route when going to and from school.

### **Lining Up for Classes after 1st and 2nd Break**

Prep – Year 6 students line up outside their classroom door after each break, Teachers are to be punctual in collecting their children in readiness for the next learning block. Duty teachers are not to leave duty until the classroom teacher has arrived.

**AFTER SCHOOL** - After school, students are requested to stay within the school/parish boundaries until their parents/carers arrive. Students will be directed to wait at the school office if they have not been collected by 3.30 pm.

### **TRAFFIC SUPERVISION & SAFETY**

Staff school yard supervision (8.30 am - 8.50 am and 3.05 pm – 3.35 pm)

Students cross Silk Street at the supervised crossing outside the school with local council Crossing Supervisor.

Drop Off/Pick Up areas are supervised both before and after school.

### **STUDENT SUPERVISION**

- Before School Duty commences at 8.30 am. Teachers on After School Duty remain on duty until 3.40pm. Students not collected by 3.30 pm are taken to the Office. A member of Staff is to remain with students until collected by their parents or guardian.
- Teachers are not to use mobile phones for personal use when on duty.
- Duty rosters are available online via Compass and are on display in the office and staffroom.
- A First Aid bag is collected at the beginning of the first yard duty and remains in the yard area until the end of the last yard duty for the day. The bag is then returned to its storage location. For OHS reasons, staff are required to wear a yellow/orange identification vest when on yard duty.
- At the commencement of each break on the first bell, students are to commence eating. Students who have not finished eating may eat in middle yard - no packets or wrapping are to be taken outside.
- All Staff are asked to be prompt in responding to bells so that students are not left unattended while waiting outside classrooms. Staff members on duty should remain on the yard until teachers arrive to collect the class.
- No student is to be left unattended in the classroom, in corridors or shared learning spaces either during class time eating time or during breaks.
- There is a roster for each level (day/time) to use the playpods.
- Students who leave the room during class time must have their names written on the whiteboard or a sheet. Students travel in pairs when leaving a building (ie.walking and staying together).
- Students must wear hats during designated times or there is 'no play' ie. They go to the shelter areas. Refer to the Sun Smart Policy
- Outside eating must only take place in areas decided by the class teacher (topyard, middle yard, undercroft). There is to be no walking around with food.
- Specialist teachers are expected to supervise the class that they have just taught during eating times. Classroom teachers supervise their classes for all other eating times.
- On days of extreme weather (either heat or rain), the students will remain inside under supervision. The roster for supervision on extreme weather days is located on the yard duty roster for first break. If extreme weather at second break, year levels are to decide between themselves their supervision

schedule. If students are using technology during extreme weather days, students must be actively supervised with staff aware of the websites/YouTube clips the students are watching.

### **Supervised Playground Areas**

- Top Yard, Middle Yard Bottom Yard
- Junior Adventure
- Senior Adventure/Oval
- Mercy Building Carpark

Teachers are to be visible and active during yard duty.

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 Administration staff and verified 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 5 minutes, 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)

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

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