

Supervision Policy

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



Purpose

Holy Spirit 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Consistent with Holy Spirit'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.

Holy Spirit 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 Holy Spirit, 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 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
- 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 (refer to First Aid Policy).

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 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 is used for supervision of the school yard before school, during school breaks and after school. Expectations:

- If you are away on excursions (or PD if you are not replaced) please arrange to swap yard duty. If you are absent, please let the Deputy Principal know if you have a yard duty. Replacement/emergency teachers will take the yard duty of staff they replace
- It is very important that you are on time for yard duty and do not leave the yard until a replacement has arrived or until classroom teachers have arrived to collect students
- Staff are to be visible and active during yard duty
- If you do need to leave the yard please send a student to the Staffroom and a volunteer will take your place
- Please wear your fluoro vest and collect a bumbag and folder (either from the top of the bookshelf opposite the glass doors or from the person on duty before you)
 - The bumbag contains some basic first aid, sanitiser and a red card indicating that there is an emergency on the yard – please send a student to the Staffroom with the card if necessary
 - The folder contains our School Values, our Behavioural Expectations for the yard, a list for noting inappropriate behaviours and the consequence given and a list of students with medical conditions, their condition and medication needed
- Student who need general medical attention (e.g. after a fall) are to be sent to the Staffroom, where they will be directed to the First Aid Room
- All staff are asked to move to the yard at the first bell at the end of recess/lunch so that they can be on time to collect students from the yard when the second bell rings
- If a staff member is delayed (or has forgotten yard duty) please send in a reminder via a student. There is normally a roster on the window of the Senior L classroom for you to check if someone has forgotten

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 if off-site, or a copy of their WWCC card taken by the office staff if on-site
- 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 1:1, 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 1:1 testing, the schedule is monitored by office staff or a school leader.

Before and after school supervision

The school yard will be unlocked at 8.35am and supervised until 9.00am before the start of school and from 3.25 until 3.45 after the end of school classes. Students who remain in the school grounds after this time will be taken the school office to await collection by their parents. If the parents do not come to collect their children by 4.00pm, a phone call will be made to the parents or the emergency contact if the parents cannot be contacted.

The school is committed to ensuring student safety however parental 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 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 Safe Policy

Child safe risk assessment

Child Protection -Code of Conduct

Duty of Care Policy

Excursion/Camps Risk Management Guidelines

First Aid policy

Off-Site Supervision of Students Policy

Anti- Bullying Policy