



Purpose

These procedures outline the processes in place at St Margaret's 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.
 - 1.5.1. At the beginning of each school year, year level cohorts establish acceptable year level norms and behaviour expectations that promote safe, respectable and responsible behaviours. These are revisited throughout the year. The first 3 weeks of the school year are devoted to behaviour norms, routines and expectations as outlined in the St Margaret's Citizenship program.

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. 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 are highlighted on the yard duty roster.
 - 2.4.2. Any out of bounds areas will be identified and communicated to staff and students.

2.4.3. When any specific school hazards and risks in grounds, buildings and facilities are identified, they are communicated to staff and students.

2.5. The yard duty roster is communicated to all staff via Staff Notes, is published on the staff goggle drive and displayed in the staffroom. Any changes are posted on the Daily News board via the Simon platform and printed and placed in the staff room.

2.5.1. The Deputy Principal has the responsibility for creating, maintaining and updating the yard duty roster, ensuring replacement of known absent yard duty supervisors

2.6. The responsibilities and duties for supervising teachers are documented in the Staff Handbook: When on yard duty, staff members are to be visible, vigilant and remain mobile at all times, monitoring student behaviour and interacting positively with students in an effort to prevent behavioural issues. Incidents must be managed immediately, or follow up as required, using the correct consequence. Staff are to be familiar with the student wellbeing policies and use the restorative approach with all incidents. All incidents are to be recorded in via the Simon platform and major incidents altered to the principal or deputy principal.

At change over, staff are required to provide information about any events or situations to be monitored.

2.6.1. Yard duty times are specified on the yard duty roster:

Before School 8:40am -9.00am

First Play Break 11.10-11.30am

Second Play Break 1.40-2.00pm / 2.00-2.20pm

After School 3:20pm - 3:40pm

2.6.2. First aid arrangements ensure that there is always a staff member available in the First Aid room. Students requiring first aid that is unable to be provided by the teacher on duty, are provided with a 'First Aid' card to present to the First Aid room to receive treatment.

2.6.3. In an event that requires an emergency response procedure, the first responding staff member calls for assistance for support in assessing the situation and formulating the next steps.

2.6.4. In the event of extreme weather where students are unable to access outside for break times, an announcement is made by a member of leadership. Year Level cohorts share the responsibility of supervising the students, ensuring that all staff members have a break. There is an alternate time table for inclement weather.

2.6.5. An alternative timetable for student supervision is enacted on days where extraordinary events and activities are planned.

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. The Staff Handbook and Parent Handbook communicate:

3.2.1. the time the school grounds will be open and be supervised

3.2.2. areas that will be supervised

3.2.3. time supervision will conclude at the end of the day

3.2.4. process for students who are still on the premises at the conclusion of supervision

3.2.5. arrangements for before or after school activities (e.g., sport, music, etc)

3.2.6. how parents are made aware of before and after school supervision procedures

4. School entry and exit points

4.1. The Staff Handbook and Parent Handbook communicate the Supervision of entry and exit points that consider:

4.1.1. location of entry and exit points

4.1.2. road traffic conditions

4.1.3. designated pick up and drop off areas

- 4.2. Similar to public transport, staff are not required to supervise transport outside school hours, however, schools chartering bus companies for travel to and from school should have clear behaviour expectations for the driver and students and follow relevant Procurement and Risk Management Policies to ensure child safe procedures are followed.
- 4.3. 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. The school refers to the Child Safety and Wellbeing Policy for procedures
- 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. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities. 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.
 - 6.11.1 The school's Learning Diversity Leader coordinates and monitors the timetable and activities of the school's psychologist, MACS staff and external allied health providers

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, available on the school website.

8. Changes to school operating times and alternative programs

8.1. The school documents and publishes, via the school newsletter and official social media accounts, any changes for supervision of students:

8.1.1. when there are changes to the start and finish times for school

8.1.2. alternative programs or timetables in place, such as parent teacher/student meetings, early end of term finish, student free days etc.

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
- ICT User Agreements

Policy information table

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