

# St Francis de Sales Primary School Supervision Policy



## Purpose

St Francis de Sales Primary 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 St Francis de Sales Primary School 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 Francis de Sales Primary 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 St Francis de Sales Primary 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. Staff are to wear a hi-vis vest and carry a walkie-Talkie and their mobile phone while on yard duty. A sun hat must be worn in Term 1 and 4 and high UV days.

### Please Note:

A UHF Radio is to be carried while you are on duty. Radios are located in each learning space. Follow the instructions below regarding the use and charging of these radios.

- (a) **Teachers are to be visible and active during yard duty.** This is necessary for the safety of the children and for the tone of our school. It is an accepted part of a teacher's job. It is essential that teachers on yard duty be seen by the children. All teachers must wear the high visibility vest provided for easy visibility. Encourage children to play together and join in games with other children.
- (b) Teachers must be on duty at the set, allocated time.
- |                |                   |                   |
|----------------|-------------------|-------------------|
| Before School: | 8.25am – 8.45am   |                   |
| First Lunch:   | 11.05am – 11.15am | 11.15am – 11.30am |
| Second Lunch   | 1.40pm – 2.00pm   | 2.00pm – 2.20pm   |
| After School   | 3.20pm – 3.40pm   |                   |
- (c) If you are to be absent for any reason (apart from illness) please make arrangements to swap duty with a colleague. The onus is on you. Adjustments are to be noted on the whiteboard in the staff room.
- (d) Teachers are to remain on duty in the designated area until they are replaced by the next teacher or all children have left the area.
- (e) Should there be a serious accident in the playground, the teacher or teachers must remain with the injured child, and the Office/Staff Room contacted via Radio.
- (f) Teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.
- (g) Learning Spaces are to be locked by the classroom teacher at break times.



**ST FRANCIS DE SALES LYNSBROOK**

**Walkie Talkie & Charger Locations**

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**LA 1**  
Number: 2 & 3

**Office**  
Number: 1

**Staff Room**  
Number: 8, 9, 10, 11 & 12

**LA 3**  
Number: 6 & 7

**LA 2**  
Number: 4 & 5

Remember...  
 > Return your walkie talkie to the correct charge location as displayed on the map.  
 > Make sure each walkie talkie is turned off when not in use.  
 > When charging, a steady red light means charging and a steady green light means fully charged.

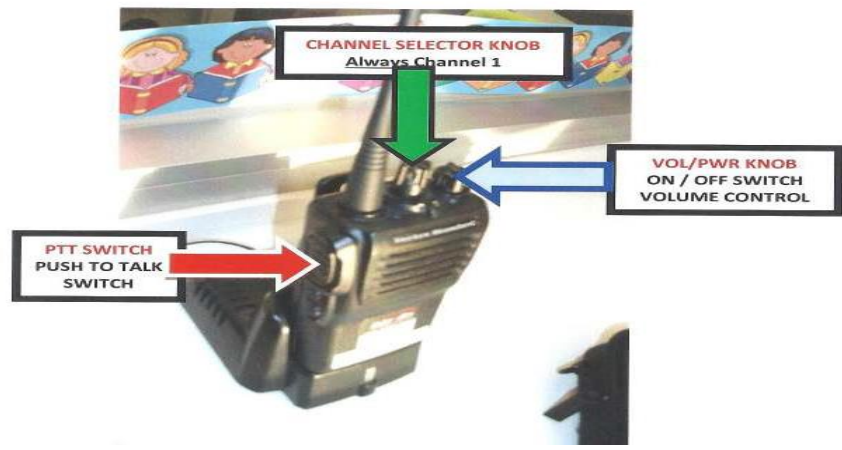
## UHF RADIOS



**OPERATION:**

1. Turn the top panel's **VOL/PWR** knob clockwise to turn the radio on.
2. Turn the **CHANNEL SELECTOR** knob to Channel 1.
3. Rotate the **VOL/PWR** knob to set the VOLUME level.
4. Push the **PTT SWITCH** to talk. Leave a short break between pushing the switch and speaking.
5. The **PTT SWITCH** must always be released to receive incoming transmissions.
6. Turn the **VOL/PWR** knob anti-clockwise to turn the radio off.

**NB: The Radio MUST ALWAYS be switched OFF when placed in the charging unit.**



## **WET/HOT DAY PROGRAM**

A “Wet/Hot Day” is signalled by an announcement over the P.A. system and students will remain in their Learning Spaces under teacher supervision. Wet/hot day duty will apply. During “wet/hot” day program, all children are to participate in indoor activities e.g. board games, activity sheets, drawings, play dough. If weather permits during lunch time, an announcement will be made allowing the children to go outside. The covered veranda area is not to be used as a play area during breaks on “wet days”. A hot day program will be called if the temperature exceeds 32 degrees.

### **WET DAY PROGRAM:**

Area 1 yard duty is allocated to LS1 for wet days and  
Area 2 yard duty allocated to LS 2 and  
Area 3 yard duty allocated to LS3  
Area 4 yard duty allocated to LS2 and  
Area 5 allocated to LS3.  
LSOs on duty allocated to LS1 and LS3 with the student they are monitoring.

We will have two adults in each Learning Space. One adult is to supervise Seniors and the other Juniors. Staff need to move around the allocated side of the space to ensure children appropriately in activities.

## **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 20 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 20 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>	