



Purpose

These procedures outline the processes in place at St Peter's to implement the school's Supervision Policy.

Procedures

Supervision responsibilities during school hours

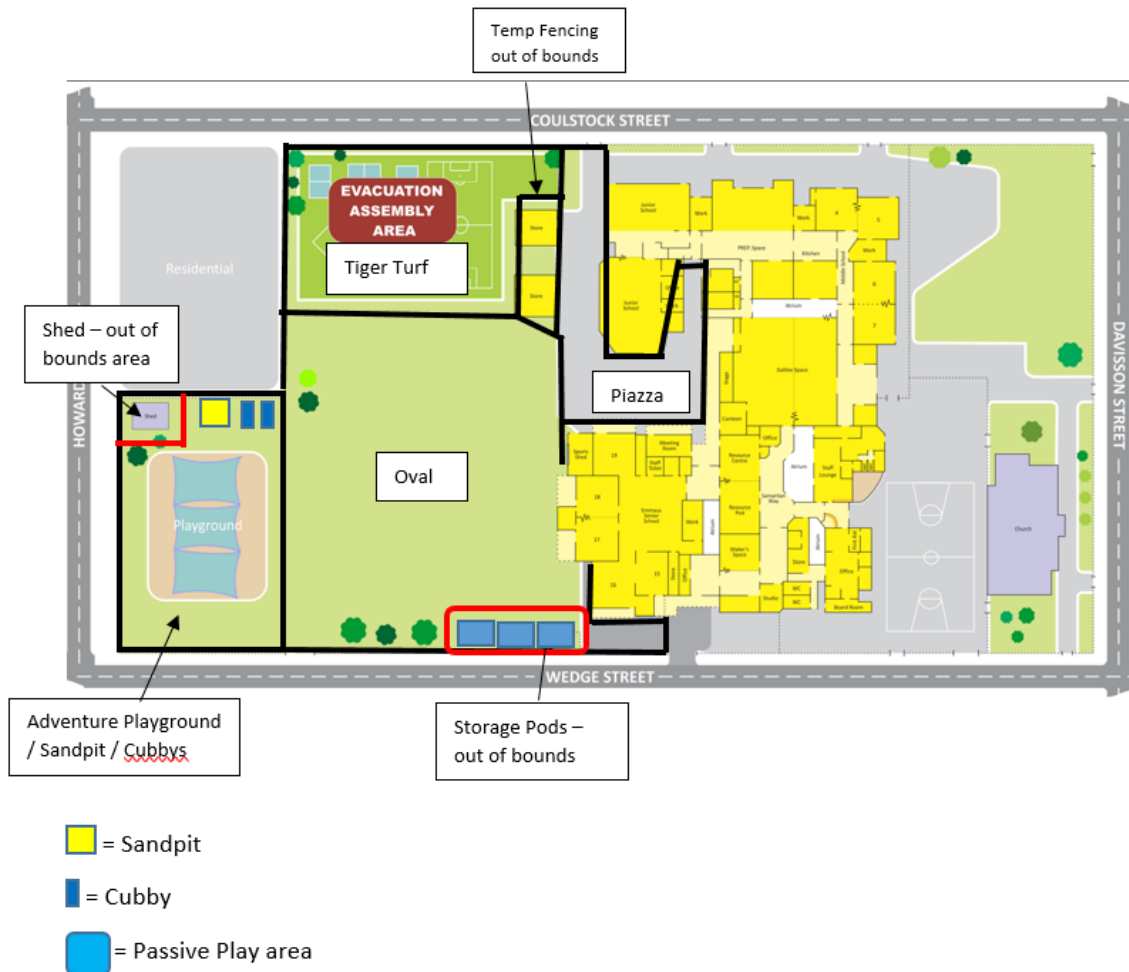
1. Classrooms

- 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.
- 1.6. Each teacher will work with their students at the beginning of the year to set the above expectations guided by the schools **STAR** values: **S**how respect, **T**hink positively, **A**ct responsibly, **R**emember to be resilient, persist and bounce back.

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 St Peter's and duty roster and 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 illustrated on the Yard Duty Map map below.



2.4.2. Out of bounds areas include any area outside of the zones indicated above.

Students are not permitted behind the fenced off area where the shed is located within the sandpit supervision area.

Students are not permitted beyond the fenced off area behind the storage pod within the oval supervision area.

2.4.3. Specific school hazards and risks in grounds, buildings and facilities.

Students are not permitted to climb the trees.

No ball games permitted in the passive play section of the tiger turf area

Students are not permitted to climb and jump off the wooden bench area outside of the portables.

Students are only to play on the adventure playground as directed.

Students are not permitted to go behind the bushes along the back area of the tiger turf (basketball / sandpit area)

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

2.5. Location of the yard duty roster.

The yard duty roster is located on the weebly page, it is on display in the staff room and can also be found in the chat section of Gmail.

2.5.1. Responsibility for maintaining the roster.

It is the responsibility of the deputy principal to maintain the yard duty roster. In the absence of the deputy principal, another member of the leadership team will be nominated to maintain the roster.

2.5.2. Procedures for arranging replacement yard duty supervisors.

If at anytime any teacher is unable to do their supervision at the states time, they should swap with someone else and document the change on the roster.

2.6. Responsibilities and duties for supervising teachers

While on yard duty teachers need to be vigilant by scanning, moving and interacting as well as encouraging the children to problem solve minor difficulties if they can. Any incidents need to be dealt with on the yard. The level staff and school leaders should be informed of any serious dispute / bullying that was not able to be resolved. Incidents should always be followed up with restorative conversations when the students are receptive.

2.6.1. Location of equipment to be taken to yard duty

Hi-vis vests and bum bags should be collected from the designated level space prior to yard duty. Yard duty first aid bags can be topped up from the first aid tub which can be found in the staff room.

2.6.2. Yard duty times

Recess Yard duty times: 11:05 – 11:17 / 11:17 – 11:35

Lunch Yard duty times: 1:40 – 2:05 / 2:05 – 2:30

2.6.3. Handover procedures

Teachers are to remain on duty in the designated area until they are replaced by the next teacher. It is most important that teachers are very exact about the timing of commencement and completion of this duty.

2.6.4. First aid arrangements

Accidents of a serious nature should be entered on to nAid by the First Aid Officer on duty in First Aid and the Principal/Deputy Principal should be consulted. When an accident requires attention, the teacher will, at his/her discretion, follow one of these courses:

- Attend to minor incidents. Teachers are supplied with a first aid bag for this purpose.
- Give the 'red cross' card to the child to go to sick bay.
- If the injury is serious teachers are to use the school group What'sApp for assistance. Teachers are not to carry children.
- A wheelchair is available in the office.

2.6.5. Emergency response procedures

In the case of Anaphylaxis:

Yard duty teacher is to remain with the student.

The student **MUST NOT BE MOVED.**

Yard duty teacher will request an epipen by: sending a runner to the office and/or using the What'sApp group or phoning the school office to request an epipen.

The responding staff member will access the affected student's epipen and plan or a general use epipen and return to the incident site.

In the meantime, office staff will phone for an ambulance and contact the child's parents/guardian.

A staff member should then wait at the front of the school to direct the ambulance.

If an EPIPEN has been administered, Ideally, the person administering the EPIPEN should have a mobile phone with them to call the ambulance and then be able to give accurate information to the ambulance officers. Whoever administers the EPIPEN must stay and monitor the child until the ambulance arrives.

In the case of an Asthma attack:

Yard duty teacher is to remain with the student who should sit comfortably upright.

Yard duty teacher will request the students puffer and plan by: sending a runner to the office and/or using the What'sApp group or phoning the school office to request the puffer.

The responding staff member will access the affected student's puffer and plan or a general use Ventolin and spacer and return to the incident site.

A member of the leadership team should be notified.

Administer puffer per the students action plan. In the absence of a plan or for a student who has undiagnosed asthma that is experiencing an asthma attack, follow the First Aid for Asthma Guidelines:

Give 4 puffs of puffer by adding one puff into the spacer – student then takes 4 breaths in and out of the spacer.

Repeat until 4 puffs have been given.

Wait 4 minutes. Stay with the student – watch carefully and reassure. Call 000 for an ambulance at any time if you need to. Report that a student is having an asthma attack.

After 4 minutes

- If worse or no better: yard duty supervisor or responding staff member to call 000 for ambulance NOW and keep giving 4 puffs every 4 minutes until ambulance arrives.
- Office staff should then contact the child's parents/guardian.
- If it is still hard to breathe: give 4 more puffs. If still cannot breathe normally within a few minutes, call 000. Keep giving 4 puffs every 4 minutes until ambulance arrives.
- If an ambulance is called a staff member should then wait at the front of the school to direct the ambulance.
- If breathing normally: if the student feels better and is breathing normally, take to First aid and contact the parent.

When to call 000 for an ambulance

- Person is drowsy
- Person looks blue around lips
- Person with breathing problem has allergies to foods, insect stings, or medicines
- Breathing problem is severe
- Person is not getting better
- You are not sure what to do

2.6.6. Wet weather procedures

In extreme weather, heat or rain the inclement roster will take effect. If a member of the team is absent staff are to coordinate amongst the team to cover duties.

2.6.7. Alternative timetable procedures

In the event that an alternative timetable is in effect, staff will be notified in advance and an alternative supervision roster will be published.

3. Before and after school supervision

3.1. Principals must ensure supervision is provided for a minimum of ten minutes before and after school.

3.2. Principals are to document:

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

In the morning: The school grounds will open at 08:30 am and will be supervised until 08:50 am when the music will play. At 08:50am teachers move into the learning space and students enter and prepare for the school day.

3.2.2. areas that will be supervised

Map to be included outlining areas to be supervised

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

In the afternoon: Students exit the learning space at 3:20pm and are directed to the school gates on Coulstock St and Wedge St for collection. The gates are supervised from 3:20pm – 3:35pm.

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

Any students who have not been collected by 3:35pm will be brought to the school office and a parent will be contacted.

arrangements for before or after school activities

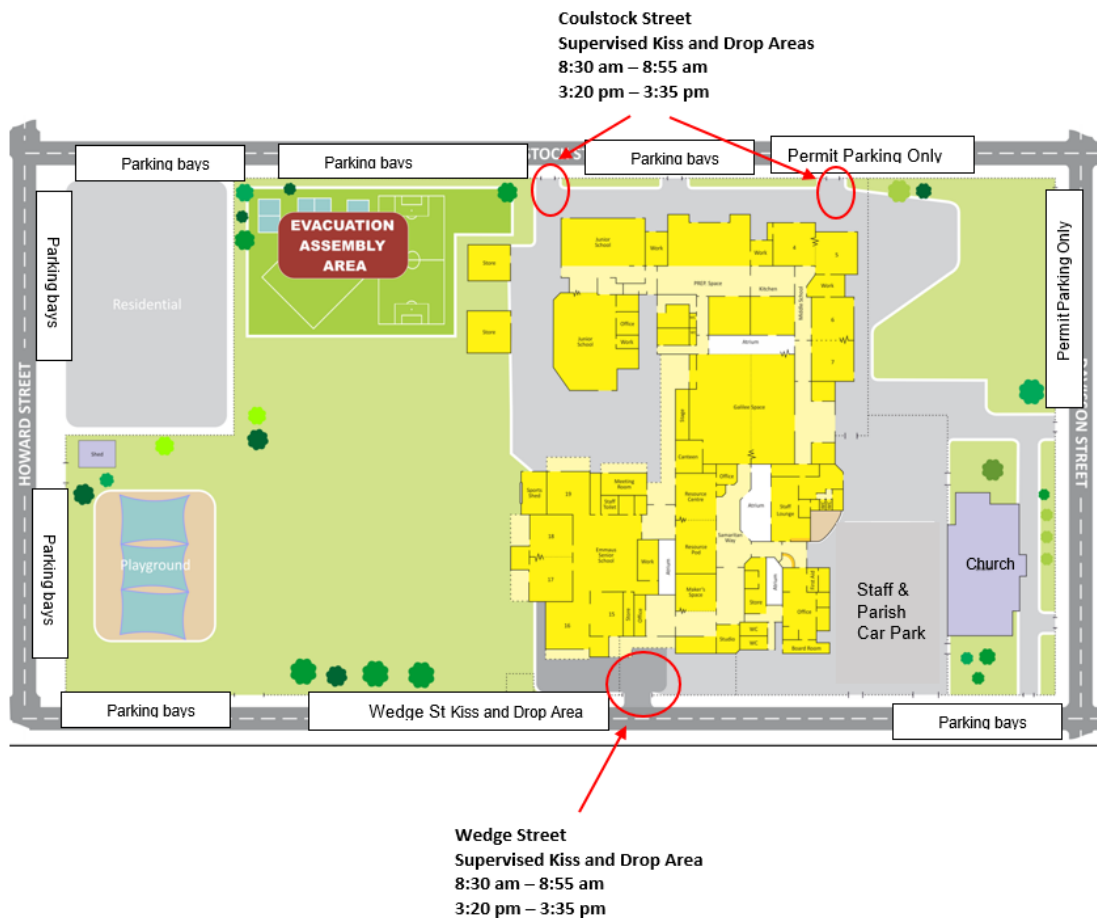
Our Out of School Hours Care Program provider is Their Care. Their Care provide before and after school care between the hours of 06:30 am and 08:30 am and after school between the hours of 3:20pm and 6:00 pm.

Their Care operates from the Galilee Space within the school. If a student is booked in for the program but does not present in the afternoon, the program coordinator contacts the school office to clarify the whereabouts of the student.

3.2.5. Parents and carers made aware of before and after school supervision procedures by publishing these in our parent handbook. This policy is also made available on the school website. Reminders are also sent in the newsletters and notes are given to families at the school office when necessary.

4. School entry and exit points

The supervision of students in the morning and in the afternoon and the areas supervised are centered around our entry / exit gates to the school on Coulstock Street and Wedge Street and are marked on the map below.



- 4.1. 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. Refer to Child Safety and Wellbeing Policy procedures
- 6.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be provided to the office upon arrival.
- 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. All External Providers must be registered with SAM4 Schools prior to arrival to ensure compliance requirements are met.
- 6.12. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by a school leader.

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](#).

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

School to document supporting documents, e.g.:

[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

Policy information table

Approving authority	Director, Learning and Regional Services
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