



Catholic Regional College St Albans Supervision Procedures

Purpose

These procedures outline the processes in place at Catholic Regional College St Albans 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. To ensure a calm and orderly school environment, the College has established a set of 'Consistent Predictable Routines' that are used across all classes, and a 'Rights and Responsibilities' Framework to outline behaviour expectations.

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 Catholic Regional College St Albans yard duty roster and Catholic Regional College St Albans 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. Yard duty areas and specific duties for each yard duty area are outlined in the College Yard Duty procedures and also included on the front of the yard duty folder. Yard Duty folders are collected from the main office.
- 2.5. Yard duties are published on individual staff timetables a full roster is displayed in the staffroom, at the front Administration desk and on yard duty folders. Replacement yard duties are published and circulated as part of the extras.

- 2.6. The Daily Organiser prepares the yard duty roster once the timetable is completed, and organises replacements for absent staff as part of the extras and in lieu procedures.
- 2.7. Staff are provided with hi-vis vests that should be worn on yard duty and must collect the appropriate yard duty folder from the office prior to recess or the first half of lunch duty.
- 2.8. Teachers who have yard duty on the oval need to take with them a kit containing basic first aid items and a school phone. These are collected from the office.

2.9. Staff on yard duty need to:

- Be on time
- Inform the Daily Organiser if they are detained.
- Wear the high visibility vest.
- Be familiar with the requirements and duties of the area (outline in the yard duty folder)
- Check the extras for additional yard duties or changes to areas.
- Ensure that students behave appropriately.
- Deal with and follow up incidents that may arise.
- Move students off to class at the end of recess and lunch, supervising lockers and corridors as designated.
- Encourage students to care for yard areas.
- Be visible and active during yard duty.
- Remain on duty in the designated area until they are replaced by the next teacher.

2.10. Yard supervision is as follows

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| Before school: | 8.20 – 8.40am |
| Recess: | 11.00 – 11.25am |
| Lunch 1: | 12.25 – 12.45pm |
| Lunch 2: | 12.45 – 1.10pm |
| After school: | 3.10 – 3.30pm |

2.11. Wet Day Lunch Arrangements. On days designated as a Wet Day lunch, students remain in their homerooms and are supervised by Pastoral Care Teachers in the first half and Pastoral Care Associates in the second half.

A system of passes is used to manage the number of students at the canteen and toilets during this time. A replacement roster is published to cover part time staff and the Daily Organiser covers absent staff.

2.12. Yard Duty Folders

Each yard duty area has a designated folder which staff collect from reception prior to yard duty. This folder assists in:

- Checking that duties are covered.
- Contains a description of the area.
- Contains cards with photos and instructions for students with serious health concerns (anaphylaxis, diabetes and epilep

3. Before and after school supervision

- 3.1. The school yard will be supervised for 20 minutes before the start of school (8.20 – 8.40am) and for 20 minutes after the end of classes (3.10 – 3.30pm). Supervision will be in the main yard, both in the morning and afternoon.
- 3.2. Students who remain in the school grounds after this time will be taken the school office to await collection by their parents / guardians / carers. If the parents / guardians / carers do not come to collect their children within 30 minutes a phone call will be made to the

- parents / guardians / carers or the emergency contact if the parents / guardians / carers cannot be contacted.
- 3.3. Before and after school activities (such as Sport, Choir, Scouts ...) will have appropriate supervision in place for attending students, depending on the time and location of the activity.
 - 3.4. Rolls are marked at before and after school activities, and parents / guardians / carers are notified by sms if their child does not attend.
 - 3.5. Parents / guardians / carers are informed of the school's supervision arrangements through the newsletter, and are 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.

4. School entry and exit points

- 4.1. In the morning, entry into the school is via the Williams gate, the Winifred Street gate and the student entry near reception.
- 4.2. In the afternoon, students exit the school via the Theodore, Williams and Winifred Street gates. To avoid congestion around reception, the student entrance near reception is not used.
- 4.3. In the afternoon, education support staff supervise each of the exit gates from 3.10 – 3.30pm.
- 4.4. Students using the College Bus service from Deer Park and Derrimut follow a Bus Code of Conduct which outlines expectations of students.
- 4.5. 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.
- 6.8. 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.
- 6.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.

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 and the College Google Classroom Protocols for students and staff.

8. Changes to school operating times and alternative programs

Families are notified of changes to start and finish times; and alternative programs during exams, Immersion Days and parent teacher student interviews through the newsletter, the Parent Access Module (PAM) on the SIMON LMS, via email and letters regarding specific programs and by sms.

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

- Staff Handbook
- CRC St Albans Yard Duty Policy and Procedures
- Yard Duty Folders
- Google Classroom Protocols for students and staff
- Excursions and Camps Procedures

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

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