



Holy Family Primary School Supervision Procedures

Purpose

These procedures outline the processes in place at Holy Family 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. Include any school-based directives regarding establishing classroom rules
Teachers at Holy Family Primary School are required to follow the class management school expectations procedure

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 Holy Family Primary School yard duty roster and Holy Family Primary 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. Deputy Principal provides staff with a yard duty roster that specifies specific areas for duty
 - 2.4.2. The Principal will identify and communicate any out of bounds areas to staff and students
 - 2.4.3. The Leadership team ascertain specific school hazards and risks in grounds, buildings and facilities and these are communicated to staff
- 2.5. Location of the yard duty roster is available digitally to all staff and displayed in the school administration foyer

- 2.5.1. The Deputy Principal is responsible for maintaining the roster
 - 2.5.2. The Deputy Principal has procedures in place for arranging replacement yard duty staff
 - 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. Holy Family Staff are to wear their blue fluorescent staff vest and take their first aid bag and phone/iPad to yard duty
 - 2.6.2. Staff are to adhere to yard duty times
 - 2.6.3. Staff are provided with an extra minute to complete handover procedures
 - 2.6.4. Staff deal with minor first aid assistance in the yard or send students to the first aid room where a staff member is rostered during break times
 - 2.6.5. All staff are made aware of emergency response procedures through emergency management training
 - 2.6.6. Staff are aware of inclement weather timetable and handover procedures via the public address system (PA)
 - 2.6.7. Staff are made aware of alternative timetable procedures via the weekly memo
 - 3. Before and after school supervision**
 - 3.1. Principals must ensure Holy Family Primary School supervision is provided for a minimum of ten minutes before and after school.
 - 3.2. Principals are to document:
 - 3.2.1. Holy Family school grounds will be open and supervised from 8:30am. Any students arriving after 8:45 am are required to report to the office to sign in.
 - 3.2.2. Holy Family staff will be supervising the drive through drop off zone and asphalt yard area from 8:30am-8:45am when classes commence.
 - 3.2.3. At the end of the day supervision will conclude at 3.30pm. End of day supervision includes the drive through pick up zone, church gate, front garden gate, bike area and Mercy Room.
 - 3.2.4. Students who are still on the premises at the conclusion of supervision are taken to the office to await collection by parents / guardians.
 - 3.2.5. Holy Family Primary School has onsite before and afterschool care provided by Their Care
 - 3.2.6. Parents are made aware of before and after school supervision procedures through the school newsletter and handbook
 - 4. School entry and exit points**
 - 4.1. The Principal has organised supervision of entry and exit points that including:
 - 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. Holy Family 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.
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- 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 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 Holy Family Learning Diversity 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](#)

8. Changes to school operating times and alternative programs

- 8.1. Schools are to document the procedures for supervision of students that operate in the school
 - 8.1.1. At Holy Family Primary School when there are changes to the start and finish times for school e.g. end of term, this is documented and communicated via the school newsletter and online platforms
- 8.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families. At Holy Family Primary School this is documented and communicated via the school newsletter and online platforms

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

Policy information table

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