



St James the Apostle Primary School Supervision Procedures

Purpose

These procedures outline the processes in place at St James the Apostle 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. Particular rules should be based on the school expectations:
 - We are safe
 - We are respectful
 - We are responsible
 - We are learners

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 illustrated on a yard duty map
 - 2.4.2. Out of bounds areas are clearly identified and regularly communicated to staff and students
- 2.5. The yard duty roster is kept in the All Staff Shared Drive, embedded on the Staff Portal and a printed version is displayed in the staff room.

- 2.5.1. The Deputy Principal in charge of timetabling has responsibility for maintaining the roster
- 2.5.2. Teachers who are unable to complete their scheduled duty due to a professional learning day offsite or excursion need to make a swap with another staff member to be covered. Staff who are on personal or long service leave will have their duty covered by other teachers – this is organized by the Deputy Principal in charge of timetabling.
- 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. Each staff member has their own yard duty bag (containing supplies for minor injuries, emergency communication cards and important learner information) and hi-vis vest. These items must be taken out and/or worn during duty
 - 2.6.2. Yard duty times are displayed on the yard duty roster. These times are 15 minutes in length.
 - 2.6.3. Staff are to remain on duty in the designated area until they are replaced by the next staff member. At this time, they may handover information that will assist the next staff member's duty, regarding possible behaviours or issues that have already been dealt with.
 - 2.6.4. Minor first aid issues will be dealt with in the play area using the first aid bag. Incidents requiring further first aid treatment will require the injured student being taken to the first aid room. If it is unsafe to do so, the staff member will call the office for help.
 - 2.6.5. In an emergency, the staff member on duty will call the office for help.
 - 2.6.6. If wet weather is called during a break, students will move to an allocated undercover area and be supervised by allocated staff members on duty. This is documented with the yard duty roster. Students will remain under this area until the end of the break, the weather clears, or instructed to follow the alternative (inclement weather) procedure.
 - 2.6.7. In the case of wet weather before break time, an alternative (inclement weather) procedure will be called. Students will remain inside in allocated spaces, supervised by staff already on duty. This information is recorded with the yard duty roster.

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. Processes for before and after school supervision:
 - 3.2.1. School grounds will be open and be supervised from 8:30am each morning
 - 3.2.2. The Play Plaza is the only area that will be supervised before learning spaces / classrooms open at 8:35am
 - 3.2.3. Supervision will conclude at the end of the day at 3:20pm
 - 3.2.4. Students who are still on the premises at the conclusion of supervision must stay in Wominjeka (Office) until parents collect them
 - 3.2.5. Parents are made aware of before and after school supervision procedures through regular communication in eNews, along with detailed information in the Parent Handbook.

4. School entry and exit points

- 4.1. Principals may organise 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. The only entry/exit points that are supervised are the two pedestrian gates on Derrimut Road:
 - 4.2.1. Vehicle entry/exit points are not supervised, but can be managed by staff to ensure safety of all people on the grounds, along with traffic management.

- 4.3. 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.
- 4.4. 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 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.

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.

Learners from Years Prep to 2 should use Seesaw for remote learning tasks, with learners in Years 3 to 6 using Google Classroom. Only Google Meet should be used for video meetings, including daily check-ins.

8. Changes to school operating times and alternative programs

- 8.1. When there is a change to school operating hours, such as the end of a term (where the day ends at 1:00pm):
 - 8.1.1. Parents are notified at least a month in advance with details about the change to start time
 - 8.1.2. Supervision is carried out as normal for the 15 minutes following the final school bell
 - 8.1.3. Extended OSHC is made available where it can be done so
- 8.2. Parents are notified of the change by:
 - 8.2.1. Email via ICON / eSIS

- 8.2.2. The school newsletter (SJHCN eNews)
- 8.2.3. Advertised on the school's electronic sign
- 8.2.4. A reminder via Seesaw

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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