



## Purpose

Simonds Catholic College 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 Simonds Catholic College's 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.

Simonds Catholic College 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 Simonds Catholic College, 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.

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

Duties are displayed in each teacher’s timetable. Teachers are required to wear a high visibility vest (supplied) and collect the Yard Duty Report clipboard from the office. Incidents, if any, are recorded in this, as well as through our regular channels (notifying relevant staff and documenting on iSimonds), and then returned to the office.

The teacher on duty will be constantly roaming and actively supervising so that an orderly, safe environment is maintained. There is an expectation that the supervising teacher is punctual and vigilant at all times, encouraging positive behaviour and checking for adherence to school rules. Students are not be allowed in any classrooms or permitted to sit in stairwells.

## Yard Duty @ St Mary's

**GENERAL EXPECTATIONS** The teacher on duty should be constantly roaming and actively supervising so that an orderly, safe environment is maintained. There is an expectation that the supervising teacher is punctual and vigilant at all times, encouraging positive behaviour and checking for adherence to school rules. It is not appropriate to be using your phone, iPad, laptop or doing corrections. Students should not be allowed to remain in any classrooms (unless it is a designated "wet day") or permitted to sit in stairwells.

**WET DAYS** Following a "wet day" announcement, students will be allowed to use the classrooms listed below (only) as an extra area of "under cover" shelter. Teachers on duty are required to unlock/lock the classroom in their yard duty area and include this classroom in their route as they patrol their area. Food, drink and laptops are not to be allowed in the classrooms.

North Yard	Top Yard
Yr 7 - A11	Yr 8 - E12 Yr 9 - E13

### NORTH YARD

- Patrol area outside staff kitchen/bays toilets and the stairs down to B01 (Workshop).
- Monitor basketball court.
- Walk along Food balcony and look through glass panels to ensure that no students are in passageway leading to Year 7 locker area.
- Check that no students are sitting in area outside Technology office.
- Note: Students should not be sitting on the fire exit stairs (up to A24) or standing on the balcony outside the Food Tech Room (B22).



### TOP YARD

- Walk through E building making sure that it is empty and all classrooms are locked.
- Patrol area from steps near wall containing House Mascots, through table tennis area and the soccer pitch.
- Monitor use of soccer pitch according to designated days:
- Area outside science labs and metal stairs should be clear of students.
- Note: Area between bus parking area and soccer pitch should be clear of students.

**SOCCER PITCH**  
Monday - YEAR 8 and 9  
Tuesday and Friday - YEAR 7  
Wednesday - YEAR 8  
Thursday - YEAR 9



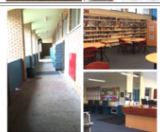
### BOTTOM YARD

- ✓ RECESS: Monitor basketball area, "Backyard Blitz" and upstairs corridor outside Rooms C21 and C22
- ✓ LUNCH: Monitor GP room, basketball area, "Backyard Blitz"
- Monitor canteen lines, ensure orderly lines.
- Move students out once they have completed their orders.
- Check that students are not eating in the GP room.



### LIBRARY

- Mon, Tues, Thurs, Fri: 1.07-1.28pm / Wed 12.37pm - 1pm
- Check that rooms C21 and C22 are locked.
- During the duty, ensure that the corridor from the Year 7 locker area through to the entrance to the library stays clear.
- Monitor behaviour in Library. Limit the number of students to the number of seats available.
- Students should not be playing games on any device.
- Food, drink and bags are not allowed in the library.



## Yard Duty @ St Brigid's

### GENERAL EXPECTATIONS

The teacher on duty should be constantly roaming and actively supervising so that an orderly, safe environment is maintained. There is an expectation that the supervising teacher is punctual and vigilant at all times, encouraging positive behaviour and checking for adherence to school rules. It is not appropriate to be using your phone, iPad, laptop or doing corrections. Students should not be allowed in any classrooms or permitted to sit in stairwells.

### FRONT YARD 1

- Supervise Food truck and general yard.
- No students should be between the church and the hall (staff car park area).



### FRONT YARD 2

- Ensure that corridors are clear of students.
- Check that Study Centre is locked at recess and beginning of lunch.
- Patrol general yard, field prep and Rm 14.
- Check that garden bed area (near green gate at Alexander Parade) is clear of students.
- Continue this loop of monitoring corridors and yard.



### STUDY CENTRE

12.55 - 1.20pm @ Monday, Tuesday, Thursday, and Friday  
12.35 - 1pm @ Wednesday

- Open study centre at beginning of scheduled duty and lock at completion of duty.
- Please ensure that there are no bags, food or drinks in the study centre.
- Students should not be playing computer games or card games. Study Centre is for study only.



YARD DUTY REPORT			Date
<b>Recess</b>	Teacher on Duty		Signature
<input type="checkbox"/> No incident	Student Name	Incident	Action
<b>1st ½ lunch</b>	Teacher on Duty		Signature
<input type="checkbox"/> No incident	Student Name	Incident	Action

Teachers are to be visible and active during yard duty.

Teachers are to remain on duty in the designated area until they are replaced by the next teacher.

## 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 [relevant if primary school]

The school yard will be unlocked and supervised for [School to insert time] before the start of school and for [School to insert time] 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 [School to insert time], 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)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2024

POLICY DATABASE INFORMATION	
Related documents	
Superseded documents	Supervision Policy – v1.0 - 2021
New policy	