



# SIMONDS CATHOLIC COLLEGE

## Supervision Procedures

### Purpose

These procedures outline the processes in place at Simonds Catholic College to implement the school's Supervision Policy.

### Procedures

#### Supervision responsibilities during school hours

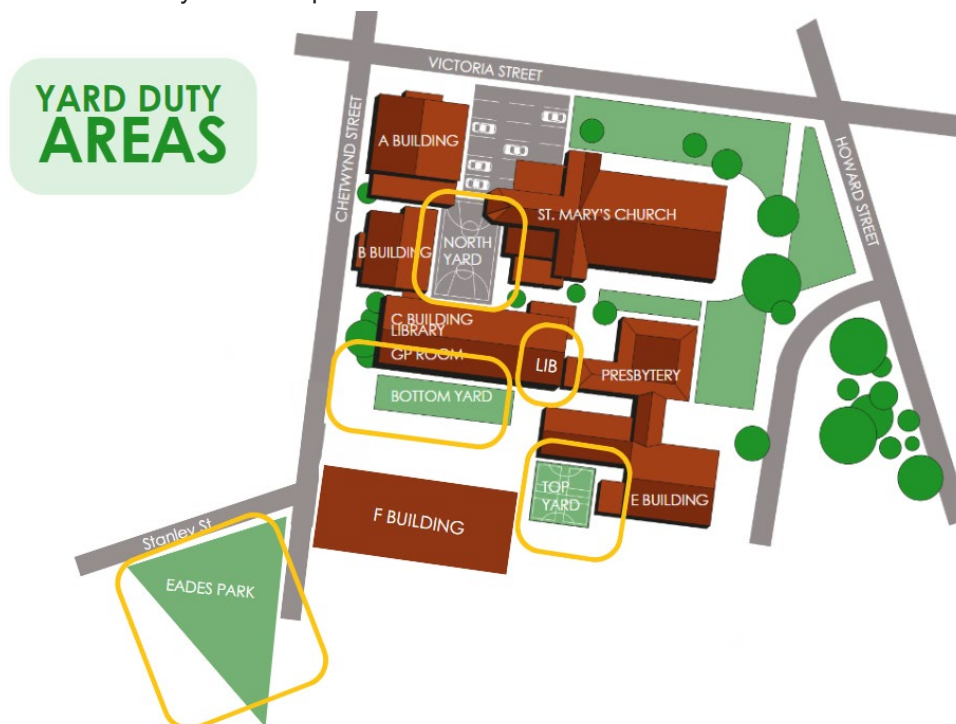
##### 1. Classrooms

- 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. Classroom rules established by individual teachers should be in line with school rules as outlined in the Student Agreement (diary), in particular with regard to the use of phones and headphones and the leaving of class only with a pass.
  - 1.5.2. Senior secondary students –students who have a study period are to go to the library where either the librarian or another teacher will provide supervision.
  - 1.5.3. Year 12 students who have a double study period after lunch sign out early.

##### 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 yard 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.

### 2.3.1. Yard duty areas map



2.3.2. Out of bounds areas include corridors and the Building B balcony (outside Food Tech room).

2.3.3. When going to Eades Park, cross at the Victoria St/Chetwynd St lights.

2.4. The yard duty roster is located in Knowledge Banks, in Staff areas, in each yard area. It will also appear on the teacher's timetable on the day in iSimonds.

2.4.1. The Timetabler is responsible for maintaining the roster.

2.4.2. The Daily Organiser will arrange replacement yard duty supervisors should the designated supervisor be absent or unavailable for their duty on the day.

2.5. Responsibilities and duties for supervising teachers

2.5.1. The yard duty supervisor collects a folder from the office containing an incident form, the roster and a description of the duties.

2.5.2. Yard duty times are printed on the roster and on the Timetable on iSimonds.  
Recess [10.29-10.52am] Lunch 1<sup>st</sup> ½ 12.27-12.47pm; 2<sup>nd</sup> ½ lunch 12.47-1.10pm] on all days apart from Monday 1: Recess [11 – 11.23am] Lunch 1<sup>st</sup> ½ [12.57-1.17pm]; 2<sup>nd</sup> ½ lunch [1.17-1.38pm].

2.5.3. Handover: at lunchtime a bell will ring one minute before the mid point of the lunch break to signify to the teacher on duty in the 2<sup>nd</sup> half to mover to their area. The teacher on duty in the 1<sup>st</sup> half of lunch waits until the replacement arrives.

2.5.4. First aid arrangements: send a student to the office for assistance from the First Aid Officer if the injured student cannot walk there himself.

2.5.5. Emergency response procedures: send a student to the office for help.

2.5.6. Wet weather procedures: students are allowed to stay in a downstairs corridor, the GP Room as well as the Building B balcony (outside Food Tech room).

2.5.7. Teachers are responsible for ensuring students are not playing in the rain and to supervise the corridors and undercover areas, closest to their designated yard area.

### 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. The school grounds will be open at 7.45am

3.3. The library and North Yard are areas that will be supervised

3.4. At the end of the day students are expected to be offsite or in the library.

- 3.5. The teacher in charge of before or after school activities (e.g., sport, music) is responsible for the supervision of students
  - 3.6. Parents are made aware of before and after school supervision procedures via the school newsletter or, for school activities, via the permission form.
- 4. School entry and exit points**
- 4.1. School entry and exit is via the silver gate at Chetwynd Street which is supervised for 10 minutes adjacent to the beginning and end of the school day. Students arriving after 8.45am must enter via the main entrance through Reception in A Building.
  - 4.2. Public transport  
Supervision for 15 minutes, after school, is rostered at the tram stops outside the school on the corners of Chetwynd and Howard Streets.
  - 4.3. Similar to public transport, 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. 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](#)
- The school uses MS Teams for online lessons should they be required. Rolls are marked as per onsite marking procedure, on iSimonds including follow up by the School Attendance Officer.
- 7. Changes to school operating times and alternative programs**
- 7.1. Procedures for supervision of students:
    - 7.1.1. When there are changes to the start and finish times for school parents/guardians/carers are notified by letter, text and/or newsletter.
    - 7.1.2. When alternative programs or timetables are in place, during exams and parent teacher interviews. During exam periods classes continue for Year 7. Other Year levels are only required to be onsite during exams. During Parent Teacher Interviews that take place in the afternoon/evening, classes will conclude at lunchtime. If the Parent Teacher Interviews take place online, classes will run online. During Parent Teacher Interviews that take place in the morning/school day, there will be no scheduled classes.
    - 7.1.3. Senior students will have several study periods during the 10 day cycle. Where this occurs as a double period after lunch, they may sign out; otherwise supervision is provided in the library.
  - 7.2. Changes to programs/timetables and supervision of students are communicated to families via letter, newsletter, exam study guide/timetable, messages on PAM and text as appropriate.

## 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**

<b>Approving authority</b>	Director, Learning and Regional Services
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