



These procedures outline the processes in place at St Francis Xavier 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 direct 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. At St Francis Xavier Primary School our school rules for all students are:
 - ❖ Follow Directions
 - ❖ Use your hands, feet and objects in an appropriate way
 - ❖ Listen without interruption
 - ❖ Speak appropriately
 - ❖ Treat all property with care.
 - ❖ Move safely around the school
- 1.6. Teachers should establish classroom rules that highlight behaviour expectations, set boundaries and assist in establishing classroom routines and practices based on the above rules.

2. 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. At St Francis Xavier Primary school, all teachers are required to:

- 2.1. Be 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. Participate in the St Francis Xavier Primary School yard duty roster and St Francis Xavier Primary School supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3. 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. Teachers must wear a high visibility staff vest (provided at the beginning of employment), First Aid Bag (provided by students) and hat as per the school's Sunsmart policy when on any form of supervision duty.
- 2.5. Be punctual for their duty periods.
- 2.6. Continually move around the playing areas to ensure a safe, healthy environment.

- 2.7. Send all children who are ill/injured that can't be attended to on yard to the School First Aid for attention. (All bumps to head must be sent to first aid) and parents notified
- 2.8. Inform the on-coming duty teacher of any follow ups (e.g., Behaviour issues, workers on school grounds, etc.)

Staff on First Aid Duty are to:

- 2.9. Attend to the First Aid if and when students arrive
- 2.10. Attend to injuries sent to First Aid room
- 2.11. Record all injuries in the First Aid register (Pass Tab) and send home notification via SMS/Email.
- 2.12. Ring any parent/guardian of a child who has had a hit to the head
- 2.13. Contact parent/guardian if a child needs to have medical attention.
- 2.14. Notify class teacher if the child is remaining in the First Aid Room or being sent home.
- 2.15. The Principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these.
- 2.16. The Deputy Principal is responsible for producing and maintaining a yard duty timetable and wet/hot day supervision timetable. This includes when teaching staff or Education Support Staff are absent.

3. Before and after school supervision

The school gate will be unlocked and school yard supervised from 8:40am before the start of school. Students are to be picked up at the end of the day by 3:40pm. There will be 2 teachers rostered on the Kiss and Drop zone until 3.40pm. Students who remain in the school grounds (Kiss and Drop) after this time will be taken to the school office and a phone call will be made to the parents or the emergency contact if the parents cannot be contacted. Students will then be taken to OSHC-club if not picked up by parent/guardian at their expense.

The school is committed to ensuring student safety however parental co-operation is essential to managing safety issues immediately before and immediately after school.

Parents 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. A child, will therefore be taken to Out of School hours care (OSHC-club) for their safety. (Charges may apply)

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.

4. School entry and exit points

- 4.1. The main entry to the school is the gate on Mayona Road. This is the only gate open during the school day. All other gates will be closed at 9:15am for the safety of all students and staff.
- 4.2. 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 or school office manager.
- 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. (Approval Form for Excursions)
- 6.10. If external providers are working with students one-to-one, they will be within the supervision and line of sight of other staff in the school, e.g., 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 the Learning Diversity Leader or Office staff.
- 6.12. External providers will need to complete SFX documentation as appropriate to the work being completed

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. Further information will be provided as necessary.

8. Changes to school operating times and alternative programs

Where student rest days and teacher time in lieu is provided following a school camp, parents will be given advanced notice of the changes to the timetable and/or supervision requirements.

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

SFX Yard Duty Roster (distributed to staff Yearly and as needed)

School Map

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

Approving authority	Director, Learning and Regional Services
Approval date	1 November 2023
Major review by	March 2025
Publication details	CEVN