



# Supervision Policy

*To be Reviewed in Early 2024*

## **Preamble**

Supervision is intended to safeguard the welfare of all students through the provision of a caring, safe and secure environment. Supervision should be reasonable having regard for the relevant and prevailing circumstances. The supervision plan at St. Mary's Primary has been developed to ensure the safety and management of students while in the school's care between 8.30am and 3.30pm. Our supervision plan is detailed and logical and includes; rosters for playground duty; arrangements for the safe departure of students by bus and car and alternative plans for emergencies. Teachers have the responsibility to provide effective supervision of students during the teaching / learning process, within the normal school environment and when students are participating in school activities organised outside the school environment. A school activity is an activity approved by the Principal.

## **Aims**

The School Supervision policy aims to;

- provide a safe environment for the students;
- make teacher decisions and understanding of duty procedures consistent and supportive;
- improve and maintain the behaviour of students on the playground.

## **Duty of Care**

The duty of care owed by the school and the staff is during school hours and at any other time during which they assume responsibility for their students. It is the duty of teachers to take reasonable care to protect students against risk of injuries which are reasonably foreseeable.

Teachers have the responsibility to support the supervising teacher by:

- notifying the duty teacher if you require students in the classroom e.g. to complete work etc.
- locking classrooms so students are unable to enter on their own;
- dismissing students promptly at bell times and making sure they move to supervised areas quickly;
- arriving on time to replace teachers on playground duty;
- checking out why students are in the wrong areas;
- frequently checking with your class their understanding of "out of bounds areas" and the school rules;
- reinforcing the school rules.

## **STAFF SUPERVISION**

### **GENERAL COMMENTS**

- The presence of teachers in the playground is vital.
- All teachers are rostered to be responsible for supervising playground areas.

When on duty the teacher needs to:

- be on time and in correct area.
- keep children away from the toilet blocks – supervise those using the facilities.
- ensure children are on the playground except if they are being supervised in a classroom by a teacher. Teachers are never to be alone in a classroom with a child.
- circulate the area ensuring constant supervision and direct a child who does not have a hat into the designated shade area - COLA.
- maintain behaviour standards.
- remain on the playground until all students have moved to their designated areas.
- ensure the children: keep the grounds clean, answer bells promptly, put equipment away.

In the event of wet weather, an announcement will be made before lunch and recess to inform of a wet weather roster. In the case of a more serious accident send to the Office for assistance if required, or place a call over the microphone. Following the accident, the teacher on duty must notify the Principal and the classroom teacher and also complete an online accident report.

### **MORNING DUTY 8.30am – 8.55am**

- Duty commences at 8.30am
- 10 staff on duty wearing high vis vests and hats (see roster)
- Duty areas - see roster.
- Staff required to direct children who arrive before 8.30am to sit in the designated covered area-(McAuley).

Infants and primary students together. Bell at 8.50am - all students to move swiftly to their class lines.

- Toilet/bubblers before going to class lines.
- Students are not to be in a classroom.

### **LUNCH DUTY – First Half 10:55 - 11:20am**

- 16 staff on duty wearing high vis vests and hats (see roster)
- Children need hats for play
- All classrooms need to be locked when the teacher leaves the room
- See Duty Roster expectations regarding specifics for each area
- Years 1-3 eating first (see roster)
- Kinder, Years 4-6 playing first (see roster)
- Children remain seated until directed by the duty teacher
- Before play, area needs to be cleaned
- Classrooms locked

### **LUNCH DUTY – Second Half 11.20 - 11:45am**

- 15 staff on duty wearing high vis vests and hats (see roster)
- Children need hats for play
- All classrooms need to be locked when the teacher leaves the room
- See Duty Roster expectations regarding specifics for each area
- Years 1-3 playing (see roster)
- Kinder, Years 4-6 eating first (see roster)
- Children remain seated until directed by the duty teacher
- Before play, area needs to be cleaned

- Classrooms locked

### **BELL at 11:45am**

- Students to have a drink and go to the toilet
- Students in class lines with teachers supervising
- Students walk to class in lines with their teacher

### **RECESS 1:45 - 2:05pm**

- 14 Staff on duty wearing high vis vests and hats (see roster)
- Children need hats for play
- All classrooms need to be locked when the teacher leaves the room
- See Duty Roster expectations regarding specifics for each area
- Years 1-3 playing (see roster)
- Kinder, Years 4-6 eating first (see roster)
- Children remain seated until directed by the duty teacher
- Before play, area needs to be cleaned
- Classrooms locked

## **AFTER SCHOOL**

### **BUS DUTY 3.10pm**

#### **North Street:**

- Children proceed to North St and line up
- await the duty teacher.
- Early bus lines are directed onto the bus as soon as the teacher arrives
- Duty Teacher moves students to buses once bus is stationary in the parking bay.
- Duty teacher leaves when McAuley duty teacher brings the remaining bus lines to North St.

#### **McAuley Area - Bus Duty:**

- ◇ Children wait in McAuley in bus lines
- ◇ Duty teacher sends students in bus groups to North Street.
- ◇ Duty teacher takes remaining bus lines to North St and remains with them until all buses have departed
- ◇ Generally the same teacher

#### **Centre Street:**

- ◇ Children being picked up by parents wait at the front of the school
- ◇ The Duty Teacher remains until all students have left

Any child who misses their bus or is not collected from the front of the school is taken to the School Office after the duty is completed and parents are contacted by the teacher on duty.

## **CLASSROOM RESPONSIBILITY**

Teachers are not to leave class during lesson time except for an urgent and serious reason, and then only after informing the teacher in the next room so that some supervision can be provided. If a problem arises in your room, send for the Principal, AP or to the School Office immediately. Your duty of care is to the students in your classroom.

Teachers who are unavoidably absent, for any reason, from playground duty or any rostered duty should arrange for an exchange of duties with a colleague.

## **SCHOOL SPORT / PE**

**Maintain Professional Boundaries:** All staff involved in school sports / PE lessons must adhere to professional boundaries, ensuring interactions with students are appropriate and focused on fostering a positive, educational, and sporting environment. This includes appropriate language, physical boundaries, and ensuring that any communication or actions cannot be misconstrued or misinterpreted.

**Appropriate Demonstration Techniques:** Staff must use clear, respectful, and appropriate demonstration techniques when teaching or coaching sporting skills. This involves explaining and demonstrating activities in a way that is understandable, safe, and respectful to all students, taking into account their varying abilities and backgrounds.

**Effective Supervision at All Times:** During all school sporting activities, effective supervision must be maintained to ensure the safety and well-being of all participants. This includes having a sufficient number of staff present, being vigilant, and actively engaging with students to prevent accidents and address any inappropriate behavior promptly.

## **OFFSITE SUPERVISION / EXCURSIONS**

If students are leaving the school grounds for any particular reason, there must be adequate staff supervision at all times. This would mean that there would be at least more than 1 staff member present, and always having at least one staff member at the front of the line and at least one at the back of the line.

Staff are to wear high-vis vests when leaving the school grounds and must make sure they have a key for the toilets at Colley Park collected from the office (if required).

Students are not to use public toilets on their own and should be sent in small peer groups with a teacher waiting outside the building.

## **DUTY HOURS**

All full time staff are required to be at school between the hours of 8.15am and 3.30pm. If you are held up for any reason, contact the AP so your class can be attended to until your arrival. If you need to leave the school before 3.30pm please, as a courtesy, advise the Principal.

