



# Our Lady of the Nativity Supervision of Students Procedures

## 1. Purpose

These procedures outline the processes in place to implement the Supervision Policy for Melbourne Archdiocese Catholic Schools Ltd (MACS) Schools.

## 2. Supervision responsibilities during school hours

### 2.1. General supervision responsibilities

- 2.1.1. The Principal must ensure that Parents are informed and involved about matters related to child safety and wellbeing as discussed in the Child Safe Standards (Ministerial Order 1359).
- 2.1.2. The Principal is to ensure the Procedures for all School Environments, including each campus are documented.
- 2.1.3. Principals or their nominee are to communicate to Parents (a person who has parental responsibility for a child, including a biological parent or another person who has been granted parental responsibility by a court order) when these procedures are amended or updated.
- 2.1.4. Students who are seeking to leave or arrive at school during the school day must follow the procedures outlined in the school's Attendance Policy.  
When students are leaving or arriving at school during the school day, Parents a parent nominated adult such as a grandparent, must sign the student in or out using the passtab service at the office providing the reason for late arrival or early departure.

### 2.2. Classrooms

- 2.2.1. Students are to be supervised during all classroom activities, whether the activity is part of the regular classroom routine or not.
- 2.2.2. Students are to be supervised between classes, during breaks and non-class times. For senior secondary students with free study periods, the Principal will ensure that suitable arrangements are made to provide safe study areas.
- 2.2.3. If the classroom teacher needs to leave the classroom, they must ensure another VIT registered teacher is supervising the class.
- 2.2.4. School officers, education support staff, trainee teachers, MACS case workers, guest speakers or visitors are not authorised to supervise a class in the absence of the classroom teacher, even if they hold VIT registration. Trainee teachers, school officers, Parent helpers may assist with small group work, but only under the supervision and direction of the classroom teacher.
- 2.2.5. Classroom teachers must supervise students during presentations from guest speakers or activities run on-site by external providers.
- 2.2.6. Students are to be supervised during periods of online and remote learning. This responsibility is shared between the school and the Parent. The use of digital technologies by students and staff must adhere to the school's ICT Acceptable Usage Policy.
- 2.2.7. All staff must prioritise the safety and wellbeing of students, especially younger students or those at risk. Supervision should be age-appropriate and consider the nature of the activities, plant and equipment used, handling of hazardous substances and the use of protective equipment.
- 2.2.8. Classroom teachers should implement evidence-based practices, such as setting clear rules for behaviour expectations, establishing boundaries and creating consistent classroom routines. These practices should align with relevant MACS policies and procedures. This includes the PBL expected behaviours and routines.

### **2.3. Yard duty**

- 2.3.1. Staff members on yard duty must follow the Principal's reasonable and lawful instructions, including supervision of students at specific dates, times and locations, and in ways that identify and mitigate risk to child safety and wellbeing.
- 2.3.2. Staff members on yard duty must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3.3. Teachers must be visible and active in their designated area during yard duty until they are relieved by the next supervising teacher.
- 2.3.4. The Principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate them.
  - Designated areas for duty must be illustrated on a yard duty map
  - Out of bounds areas must be identified and communicated to staff and students
  - Specific school hazards and risks in grounds, buildings and facilities must be addressed
- 2.3.5. Location of the yard duty roster is in the Staff Room and is updated daily depending on staff availability.
  - The Deputy Principal is Responsible for maintaining the roster
  - Procedures for arranging replacement yard duty supervisors are completed by the Deputy Principal.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff
  - Location of equipment for yard duty is stored in the staff room
  - Yard duty times run over 4 sessions. 10:50am – 11:10am, 1:30pm -1:50pm & 1:50pm – 2:10pm
  - Handover procedures: Staff members do not leave the yard duty until the release by the relieving teacher and have been verbally briefed on observations.
  - First aid arrangements: Students who require first aid receive a token from the yard duty teacher. They then present to the sick bay with their token for treatment.
  - Emergency response procedures: Teachers call the office or send for help. Members of leadership follow necessary emergency procedures depending on the incident. A wheelchair is located in the office to use when needed.
  - Wet/hot weather procedures: Staff Monitor the BOM and local conditions and make arrangements to modify outdoor play or activities accordingly. This includes wet day and hot day programs where students stay indoors.
  - Sun Smart procedures: All students have daily access to SPF in every classroom and First aid area. All students are expected follow the 'No Hat No Play' rule in term 1 and term 4 when the UV is higher. Students without hats during these terms play on the decking in the shade.
  - Alternative timetable procedures: If the timetable needs to be adjusted for any reason, Yard duty times will be clearly communicated to all staff via email, in a staff briefing or over the PA.

### **2.4. School environment**

- 2.4.1. The risks in the physical and online school environment must be considered when determining arrangements for the supervision of students (as outlined in the school's Risk Register). This includes the layout of the school, how the online environment is managed, location (busy road, near water or bush), any high-risk areas where visibility can be improved, how the behaviour of students and staff is observed, etc.

### **2.5. Online and remote learning activities**

- 2.5.1. During periods of online and remote learning, the appropriate use and management of digital technologies are outlined in the school's ICT Acceptable Use Policy – Students
  - 2.5.2. The Principal or their nominee is responsible for supervising students during periods of remote and online learning to ensure the safety of students. This responsibility is shared between the school and the Parent. This includes students who are suspended or on a modified timetable, regardless of their status as mature minors. The school is responsible for ensuring the use of digital technologies by staff and students aligns with the principles and understandings as outlined in the school's ICT Acceptable Use Policy – Students.
- 2.6. Changes to school operating times and alternative programs**
- 2.6.1. The Principal to document the procedures for supervision of students that operate in the school
    - Changes to the start and finish times for the school will be clearly communicated with acceptable notice via the newsletter or using our online communications App. Reminders will be published on Social Media pages. Supervision arrangements will be clearly stated in these communications.
  - 2.6.2. Families will be notified using our School Communication app when changes to programs/timetables need to take place. Information regarding Supervision of students procedures will be communicated to families via the communication app.

### 3. Supervision responsibilities outside of school hours

#### 3.1. Before and after school hours

- 3.1.1. The Principal must ensure students are supervised for a minimum of ten minutes before and after school hours. A sufficient number of teachers must be present to supervise students as they arrive and leave before and after school. The duration of supervision will depend on the age of the students, cohorts and local school environment.
- 3.1.2. The Principal or their nominee is not required to supervise transport outside of school hours unless it is for a school-arranged activity or program.
- 3.1.3. School gates at Our Lady of the Nativity open at 8:30am. Students are supervised on the Basketball court area before entering their classrooms at 8:40am. Students are dismissed at 3:10pm. Leadership staff supervise the basketball court area until 3:30pm. Any remaining children are taken into the office and a parent or carer are called.
  - The Deputy Principal will arrange replacement supervisors if necessary for before and after school during the listed supervision times above.
  - Parents are informed of the procedures for supervision before and after school via the school newsletter. Reminders are posted throughout the year when necessary.

#### 3.2. School entry and exit points

- 3.2.1. The Principal or their nominee may organise supervision of entry and exit points that consider:
  - the location of entry and exit points and whether they should be locked, designated as out of bounds or supervised
  - road traffic conditions
  - designated pick up and drop off areas.
- 3.2.2. The Parent has primary responsibility for the care and supervision of their child/ren's travel to and from school.

### 4. Supervision responsibilities for transport

#### 4.1. Public transport

- 4.1.1 The Principal or their nominee is not obliged to supervise students using public transport, but may document procedures at public transport stops or stations based on:
- the proximity of the school to the public transport stop/station
  - known risks to students using public transport
  - unruly or antisocial behaviour
  - the age of the students.

#### 4.2. Intercampus transport

- 4.2.1. The Principal retains a duty of care for all students traveling between school campuses for any school-arranged activity or program.
- If applicable, the Principal or their nominee is to document the supervision arrangements for students travelling between school campuses. The Principal should consider the advice outlined in the Supervision and Duty of Care policies including risk assessments for attendance, outside of school hours programs, collection of students, students leaving the premises during the day, and child safety and behaviour considerations. In determining supervision ratios, the Principal must consider:
    - the experience, qualifications and skills of the supervising staff
    - the distance between school campuses
    - the age, maturity, health, ability and experience of the students
    - the size of the student group
    - the individual needs of the students
    - any relevant factors relating to the attending staff
    - emergency response planning.
  - The Principal must ensure that the supervision arrangements for intercampus transportation comply with MACS policies for child safety and wellbeing, medical management, anaphylaxis management, first aid and their associated Procedures.

#### 4.3. Transport organised by the school

- 4.3.1. The Principal retains a duty of care for all students who are required to travel on transport organised by the school for any school-arranged activity or program.
- 4.3.2. All excursions, camps and travel must be undertaken in accordance with the Victorian Department of Education (DE) Excursions – Supervision staff to student ratios. Principals must refer to the MACS Excursions, Camps and Travel Policy and associated procedures for information about travel.
- 4.3.3. Any transport organised by the school requires the informed consent of Parent/Carers. – This is documented via the school based communication App. (Operoo/ Compass) Only students with written consent will be allowed to travel on the arranged transport.

## 5. School community work

- 5.1. The Principal retains a duty of care for all students, and this extends beyond the school grounds to include school-approved activities, including school community work.
- 5.2. The host organisation for the school community work must supervise students at all times, regardless of the location, time and nature of the work being performed.
- 5.3. The Principal must take reasonable steps to manage risks and ensure the safety of students engaging in the school community work. This includes ensuring that students engage in tasks that are suitable for their maturity, skills and qualification level, and ensuring they are directly supervised by suitably qualified, experienced and competent persons at the relevant tasks that the student will undertake. Supervising staff must have a valid Working With Children Check.

## 8. Definitions

Definitions of standard terms used in this Policy can be found in the [Glossary of Terms](#).

### First aid

The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

### School community work

School community work is community work by a student that:

- supports the student's learning and career development
- directly benefits the community
- is organised by the school
- is undertaken voluntarily by the student
- is approved by the Principal of the school as school community work.

School community work is not work experience or structured workplace learning.

### Yard duty

The duty given to teachers and education support staff to supervise students inside and outside school buildings during breaktimes.

## 9. Related policies and documents

### Supporting documents

Yard Duty Areas Map

Yard Duty Roster

Yard Duty roles and responsibilities

### Related MACS policies and documents

Attendance Policy for MACS Schools

Supervision Policy for MACS Schools

Child Safety and Wellbeing Policy and Procedures

First Aid Policy

Duty of Care Policy for MACS Schools

ICT Acceptable Use Policy – Students

## Policy information table

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