



Purpose

Mary Queen of Heaven 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 Mary Queen of Heaven'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.

Mary Queen of Heaven's 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 Mary Queen of Heaven's 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 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
- 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.

Mary Queen of Heaven Duty Expectations

Yard Duty

Recess & Lunch:

- Be prompt. Make sure you are on the yard on time and patrolling (moving around) the area.
- 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. Do not leave until replaced.
- Maintain a clean yard inline with our schools focus on the environment and sustainability. Make sure children are seated in allocated areas if they are still eating their lunch.
- Be responsible for checking the Yard Duty Roster. Organise 'swaps' of Yard Duty if needed and record on the 'Yard Duty Swap' Roster on Staff White Board.
- Supervise the Toilets and 'Out of Bounds' areas.
- Check and maintain gate security: Approach any 'outsider' to ascertain their purpose of visit and direct to office for visitor's pass.
- Ensure a high visibility vest is worn (stored individually in classrooms) and collect a First-Aid bag with cards and phone from the first aid room.
- Send children to First Aid when needed. Please attend to simple first aid issues- bum bags are equipped with this.
- Report any serious injury to the Classroom teacher and Principal and ensure the incident report is completed (Appendix 2).

- Ensure corridor doors are locked and make sure no child is inside without teacher permission.
- Help settle playground disputes following the Positive Behaviour Policy/ restorative behaviours approach.
- Be proactive with safety. Stop any games that are not safe before injury occurs.
- Know and discuss the Yard Rules but always know that you are “the authority” when directing children.
- If a serious incident occurs during an outdoor recess or lunch duty, an incident report will be filled in and filed with the Wellbeing Leader.

Adventure playgrounds (and ½ Netball court area)

- Not to be used if wet
- No running or playing chasey on adventure playgrounds.
- Not to be used before or after school.

Yard Rules

- Football, cricket, etc, to be played in the top yard.
- Quiet games in grass area near sacred space.
- Bikes must be walked through the school yard, not ridden.
- No children are to enter Playgrounds until the teacher on duty arrives.
- Adventure playground is not to be used before or after school

Out of Bounds Areas

- Front side of school buildings.
- Near the large bins and bike rack.
- Maintenance shed
- All children must be out of school buildings during recess and lunchtime, except the First Aid room when necessary. This is a duty of care issue. Students should not be allowed indoors to collect forgotten items, as this affects the supervision of students.
- Yard Duty posts should not be left to collect balls that have moved outside the premises. These can be collected during Yard Duty change over or when the children move to line up.

Before School Yard Duty: 8.30am to 8.50am: Member of leadership on duty

- Move around the entrance gates.
- Students who are onsite prior to the supervision time of 8.30am will need to be brought into the main building and will wait in the administration space until 8.30am. (Parents then to be reminded about an 8:30 drop off)
- Make sure children move directly to their classrooms. No ball or chase games in the mornings.
- Classroom teaching staff to be in their rooms by 8.30am to allow children to enter the classrooms.

Early Arrivals

The school is responsible for students who arrive before 8.30 am. If children arrive before this time, they must sit on the seat in the office until they are able to move to their classroom at 8.30am.

After School Yard Duty: 3.30pm to 3.45pm: (3:00pm-3:15pm Fridays)

- All staff walk their children out to the designated meeting areas.
- Be prompt to the designated area when the bell goes.
- Ensure the safety of children when they are being picked up, try and sight parents where possible.
- At 3.45pm (3:15pm on Fridays) lock the gates leading to the rear of the school and bring all children not collected to the office. Parents will be called by Office staff.

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

The school yard will be unlocked and supervised for 15 minutes from 8:30am before the start of school and for 15 minutes from 3:30pm (3:00pm on Fridays) after the end of school classes. Students who remain in the school grounds after this time will be taken the school office to await collection by their parents/guardians/carers. If the parents/guardians/carers do not come to collect their children within 15 minutes 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.

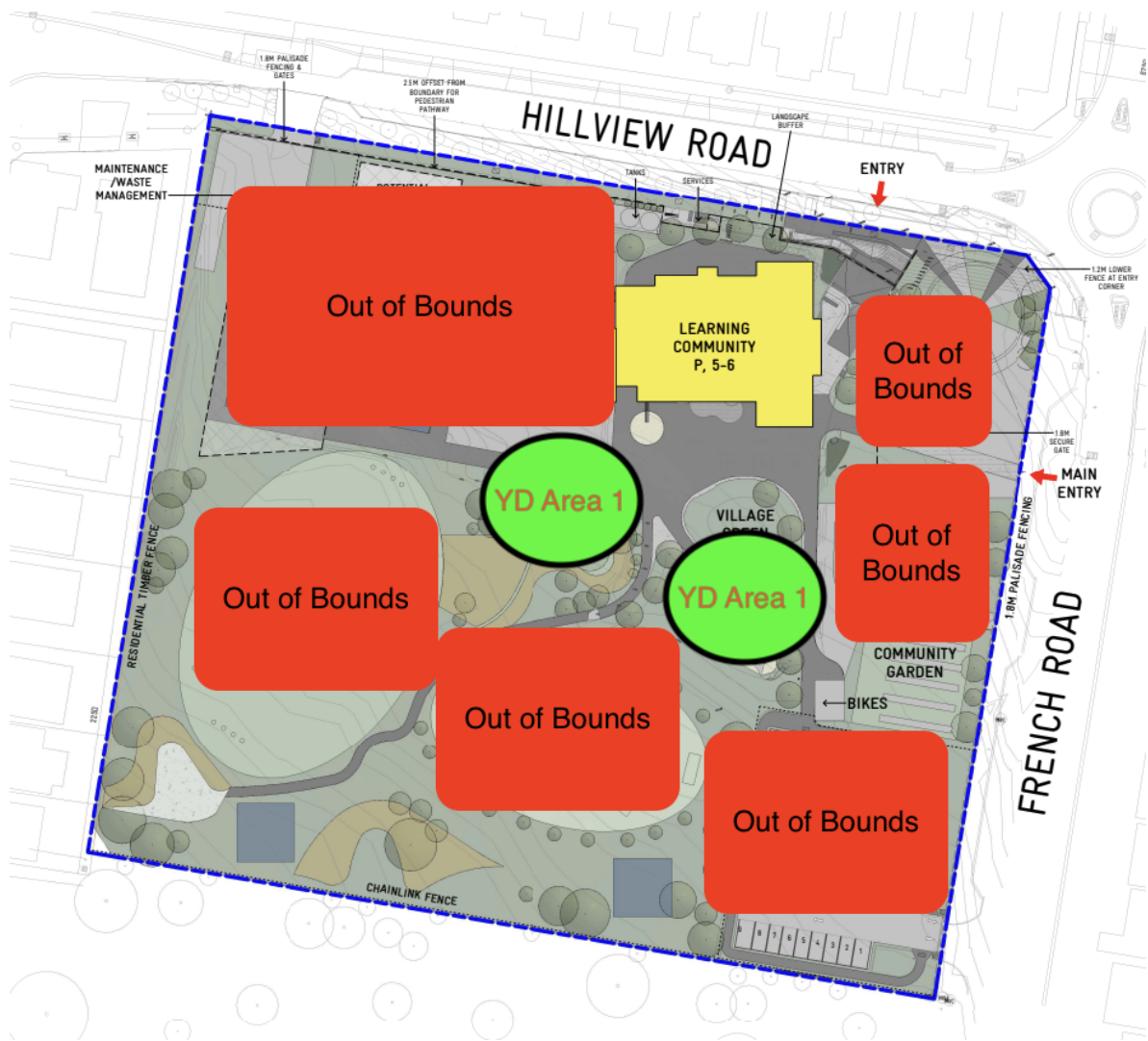
Appendices

- Appendix 1: Map of School Grounds – Yard duty areas
- Appendix 2: Incident report for incidents occurring on or off site

Related School Policies

Student Behaviour Policy
Child Safe Policy
Child safe risk assessment
Child Protection - Code of Conduct
Duty of Care Policy
Excursion/Camps Risk Management Guidelines
First Aid policy
Off-Site Supervision of Students Policy
Anti-Bullying Policy

Appendix 1- Yard Duty Areas



INCIDENT REPORT

NOTIFICATION TO THE PRINCIPAL

By Date

Class / Area Room Number

RECORD OF PARENT NOTIFICATION RE. CHILD

CHILD'S NAME:

INCIDENT REPORT

NOTIFICATION / CONCERN:

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PERSONS PRESENT / WITNESSES:

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OUTCOME / ACTION

TAKEN:

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SIGNED

PRINCIPAL'S NOTE:

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SIGNED **DATE**