



Mary Immaculate Primary School Supervision Procedures

Purpose

These procedures outline the processes in place at Mary Immaculate Primary School 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. At the beginning of each school year, individual classes are directed to establish classroom expectations which align with our school values: 'I am a learner', 'I am respectful' and 'I am a friend'.

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 Mary Immaculate Primary School yard duty roster and Mary Immaculate Primary School 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.
- 2.4. The principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these.
 - 2.4.1. Designated areas for duty are illustrated on a yard duty map
 - 2.4.2. Out of bounds areas identified and communicated to staff and students
 - 2.4.3. Specific school hazards and risks in grounds, buildings and facilities
- 2.5. Location of the yard duty roster is stored on our Staff Shared Google Drive and also printed and displayed prominently in the staffroom and in the Office.
 - 2.5.1. It is the responsibility of the Deputy Principal or assigned Daily Organiser for maintaining the roster

- 2.5.2. Procedures for arranging replacement yard duty supervisors
- 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. Teachers on duty are to retrieve the yard duty bags from the office and this is to be taken to yard duty
 - 2.6.2. Yard duty times are:
 - 2.6.2.1. Before School duty 8:30-9:00am
 - 2.6.2.2. Recess 1st half 10:45-11:00am 2nd half 11:00-11:15am
 - 2.6.2.3. Lunch 1st half 1:15-1:50pm 2nd half 1:50-2:15pm
 - 2.6.2.4. After School duty 3:30-3:45pm
 - 2.6.3. Handover procedures include a quick identification of students to be aware of or to increase supervision of and duty bag passed on.
 - 2.6.4. First aid arrangements include:
 - 2.6.4.1. Minor cuts and scratches can be treated by supervising staff with bandaids
 - 2.6.4.2. If the injury requires greater support or intervention staff are to send the student to the staffroom to request the support of the First Aid officer on duty.
 - 2.6.5. Emergency response procedures as per the Mary Immaculate Primary School Emergency Management Plan
 - 2.6.6. Wet weather procedures:
 - 2.6.6.1. The Principal or member of the office or senior leadership team will decide whether it is unsafe or deemed to be inclement weather and an announcement will be made to the whole school with instruction to remain indoors until advised alternatively.
 - 2.6.7. Alternative timetable procedures include:
 - 2.6.7.1. Announcement mad over school announcement system
 - 2.6.7.2. Teaching staff to split and agree upon supervision time in pairs and one teacher is required to supervise across two classrooms/learning spaces.

3. Before and after school supervision

- 3.1. Principals must ensure Mary Immaculate Primary School supervision is provided for a minimum of ten minutes before and after school.
- 3.2. Principals are to document:
 - 3.2.1. Gates will be opened by the supervising duty teacher by 8:30am each morning
 - 3.2.2. The staff member allocated to before school duty is required to actively supervise on the top court of the school yard also monitoring the entrants from the side gate.
 - 3.2.3. Supervision will conclude at the end of the day at 3:45pm
 - 3.2.4. For any students who are still on the premises at the conclusion of supervision, they will be escorted to the Office and attempts will be made by the Office Administrator to contact the parents/guardians or emergency contact of the student.
 - 3.2.5. For students attending MACSEYE OSHC, they are expected to meet the coordinator and educator at the school hall, except for new students or foundation students who will be met at their classroom at the end of the day and shown where to go.
 - 3.2.6. Parents are made aware of before and after school supervision procedures by MACSEYE OSHC and also shared in the school newsletter and communications application.

4. School entry and exit points

- 4.1. Principals may organise supervision of entry and exit points that consider:
 - 4.1.1. There are three entry and exit points for the school. The main front entrance is located on Rockbeare Grove and side entrance on Rocke Street. The Office provides another access/entry/exit point for families outside of supervised entry and exit times.
 - 4.1.2. If road traffic conditions are unsafe this is to be shared with the community in advance if possible via our School Communications Application.

- 4.2. 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.
- 4.3. 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.
 - 6.7.1. Refer to Child Safety and Wellbeing Policy for procedures
- 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.
- 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.
- 6.10. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities. 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, 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 office staff or a school leader.
 - 6.11.1. The external provider is to work with the student in the direct eyesight of the Deputy Principal or senior leader in the Staff Planning Room which has clear glass windows and high visibility.

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.

8. Changes to school operating times and alternative programs

- 8.1. Schools are to document the procedures for supervision of students that operate in the school
 - 8.1.1. when there are changes to the start and finish times for school such as early finishes then the supervising staff member allocated to end of day duty will continue in this role earlier as directed by the Principal or Daily Organiser,
 - 8.1.2. alternative programs or timetables in place, such as during exams, parent teacher/student meetings, etc. will be communicated to families, parents/guardians and carers well in advance and opportunities for MACSEYE OSHC will be communicated and provided.

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

School to document supporting documents, e.g.:

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

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