

# St Peter's Bentleigh East Supervision Policy

On and off-site, external providers, camps and excursions



## Introduction

St Peter's Bentleigh East 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 St Peter's Bentleigh East'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.

Melbourne Archdiocese Catholic Schools Ltd (MACS) as the owner and governing authority of MACS schools, has a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision. This policy requires MACS schools to take such measures that are reasonable in the circumstances to protect students *from the risk of harm that could reasonably have been foreseen*.

## Purpose

To promote the safety and wellbeing of all students and to provide adequate and appropriate supervision of students in the school environment, including:

- all indoor and outdoor activities.
- school sponsored activities that occur outside school hours
- activities occurring in online environments
- activities involving external providers

## Scope

This policy applies in all MACS schools to principals, staff, volunteers, students and families.

## Principles

- The following principles underpin this policy: members of the school community have an individual and collective responsibility and duty of care to ensure and promote the safety and wellbeing of all students
- schools have robust, structured risk management procedures and processes that help maintain a child safe environment.

## Policy

Supervision must be provided to students that considers the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual needs
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

- Principals must ensure that appropriate arrangements are in place for student supervision before, during and after school hours, including breaks and non-class time (e.g. free periods).
- Principals must ensure that staff members are aware of their specific responsibilities relating to student supervision. Sufficient teachers must be available to supervise the departure of students at the end of the school day. Increased supervision may be required based on the local school environment and age of the students.
- Principals must ensure that parents/guardians/carers are regularly informed about the supervision available before and after school. Parents/guardians/carers are responsible for the care and supervision of students travelling to and from school.
- Principals must ensure that, in line with the Attendance Policy, schools have procedures in place for students seeking to leave or arrive at the school premises throughout the school day.
- Principals are to refer to the Excursions, Camps and Travel Policy to ensure that appropriate levels of supervision are planned for all excursions, camps and travel, including local excursions and class related offsite travel.
- Appropriate supervision of students must be provided during periods of remote learning and online learning to always ensure the safety of students.

## 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.
- LSO 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.
- All staff will complete Anaphylaxis and Asthma training each year.

## 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.
- All staff are expected to wear a fluoro vest and carry their mobile phone if needed for an emergency or incident. Staff are not to use their mobile phone for personal use while on duty.
- First Aide bags are to be carried at all times as they contain first aide supplies as well a laminated photos of high priority medical conditions inside of bag.
- Alert Pendants are to be charged each night and carried on the First Aide bag during duty. Teachers are to use the pendant to alert Leadership to situations that require added assistance.
- Teachers are to be positive with their interactions with students and to follow Restorative Questioning when dealing with issues.
- 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.
- Teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.

## 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 from 8.30am 20 minutes before the start of school and until 3.30pm 10 minutes after the end of school classes. Students who remain in the school grounds after this time will be taken to 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 after presenting to the office, a phone call will be made to the parents or the emergency contact if the parents 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. Parents are to be aware that they are responsible for supervising their children on school playgrounds 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.

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.

## Related School Policies

- Student Behaviour Policy
- Child safety policies
- Child safe risk assessment
- Child Protection - Code of Conduct
- Duty of Care Policy
- Excursion/Camps Risk Management Guidelines
- MACS First Aid Policy and Guidelines
- Anti-Bullying Policy (including cyberbullying)

## 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.

### 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.

### 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).

<b>Responsible director</b>	Director, Learning and Regional Services
<b>Policy owner</b>	General Manager, Student Wellbeing
<b>Approving body/individual</b>	MACS Board
<b>Approval date</b>	1st 1st November 2023November 2023
<b>Risk rating</b>	High
<b>Date of next review</b>	April 2025 2025