



# Holy Eucharist Catholic Primary School St Albans South.



## ONSITE SUPERVISION OF CHILDREN POLICY

### APPENDIX:

1. Areas of Supervision on Yard Duty
2. Yard Duty Roster
3. Wet/Hot Day Duty Roster

### **Holy Eucharist Catholic Primary School Commitment Statement to Child Safety**

*A safe and nurturing culture for all children and young people at our Catholic school*

'The intention for this statement is to provide a central focus for child safety<sup>1</sup> at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change....

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements<sup>2</sup>.

<sup>1</sup>As defined by the Victorian Government Special Gazette No. 2 (2016), 'children and young people' in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

<sup>2</sup>Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

### **EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST**

- Holy Eucharist Primary School will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices.
- Our schools will endeavor to employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices.
- Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

### **Rationale:**

Whenever a student/teacher relationship exists, the teacher has a special duty of care. This is a legal obligation to protect students from physical and emotional harm. As part of their day teachers are required to supervise students adequately. This requires not only protection from known hazards, but also from those that could arise and against which preventative measures could have been taken.

### **Aim:**

To provide a safe environment for all students in our care.

### **Implementation:**

In the context of duty of care owed to our students it is my responsibility as Principal to administer the necessary arrangements for student supervision appropriate to Holy Eucharist School. The following instructions apply to all teaching staff.

### **Classroom Supervision:**

- At no time are children to be left unsupervised in the classroom or specialist area (this includes before and after school, lunchtimes and recess)
- At no time are children to be left with teacher aides, parents or trainee teachers.
- In emergency situations use the phone to ring the office.
- No child is to be left unsupervised outside the classroom or in a hallway as a consequence for misbehaviour. If a child needs to be withdrawn he/she must go to a nearby classroom, the Wellbeing Coordinator, the Deputy Principal or the Principal
- Children must never be left in the company of an external provider without teacher being present.
- All adults working with children must have a Working with Children's check.

### **Collection of children after school:**

- A person authorised by the family **must pick up the children from Grade Prep, Grade One and Grade Two.** All other children are dismissed on their own unless parent/guardian states otherwise.
- When collecting children early, **parents must go to the school office** and the **office will call the child to the office with their bag** to go home. However, after 3pm, parents/guardians may collect their child from their classroom.

### **Movement of Children:**

- Extreme care must be taken in allowing children to leave the classroom for any reason.
- Utmost discretion is to be used when allowing children to visit the toilet during class time.
- When leaving the classroom for any reason, children must be in pairs.

### **Yard Supervision:**

- Playground supervision is to be undertaken by all teachers.
- Teachers rostered for duty are to attend the designated area at the time indicated on the roster and the time of the appropriate bell.
- Teachers on duty are to remain in the designated area until the bell signals the end of the break period or until replaced by another teacher.
- The handing over from one teacher to another must be quite definite and must occur in the designated area for that duty. Where a teacher does not arrive to relieve a yard duty teacher a message must be sent to the office but the teacher must not leave the area until he/she has been relieved of their duty. A message can be relayed by an older child.
- No changes are to be made to the yard duty roster unless the Deputy Principal has been made aware and has agreed to the swap.
- If a teacher rostered on for yard duty is absent from school due to an excursion, PD, or any other reason they must arrange a swap and provide a written copy of the swap to the Deputy Principal.
- The Deputy Principal is the only staff member able to allocate yard duty to Casual Relief Teachers (CRTs).

### **Visitors:**



All staff must make sure that all gates on the premises are locked and any visitor wishing to enter the school, must be directed to the School Office. Office staff must make sure that all visitors sign the 'Visitors' Logbook' and must issue the visitor with a 'Visitors Pass'. Contractors working in the school must also sign in and must wear a 'Visitors' Pass'. Upon leaving the premises, all visitors and contractors must sign out and return their 'Visitors' Pass' as they exit the school.

### **Yard Supervision Expectations:**

- Be on time.
- Move around the area.
- Enforce school rules at all times.
- Intervene immediately if potential dangerous behaviour is observed.
- Keep all gates locked.
- Question adults that are in the yard and direct them to the office.
- Be alert and vigilant.
- Always wear the yard duty vest provided by the school (Florescent orange vests for staff and florescent yellow vests for CRTs)
- Always maintain and carry your first aid bag
- Always make sure Anaphylaxis and Asthma lists in first aid bags are up to date

## APPENDIX 1:

### Areas of Supervision on Yard Duty

 <b>AREAS OF SUPERVISION ON YARD DUTY - 2017</b> 	
<b>ADVENTURE PLAYGROUND</b>	Teachers <u>supervising next to the Adventure Playground</u> are responsible for making sure that: <ul style="list-style-type: none"> <li>-Students are not eating food on the Adventure Playground.</li> <li>-Students are not sitting on top of the monkey bars.</li> <li>-Students are using the equipment appropriately.</li> <li>-The gates next to the playground are locked.</li> </ul>
<b>GREEN HOUSE AREA AND BASKETBALL COURT</b>	Teachers <u>supervising next to the Green House and Basketball Court</u> are responsible for making sure that: <ul style="list-style-type: none"> <li>-The gate in the lane way to O'Brien Drive is locked.</li> <li>-<u>NO</u> student is playing or going past the Green House Area (i.e. between MLC and fence is out of bounds).</li> <li>-Students are not playing inside or outside the toilet block.</li> <li>-No student is playing between/behind the <u>Glennen and Hindmarch</u> building</li> <li>NB: No Ball Games in the Green House Area or outside Library/classrooms.</li> </ul>
<b>CANTEEN AND ROUNDERS COURT</b>	Teachers <u>supervising next to the Canteen and on the Rounders Court</u> are responsible for making sure that: <ul style="list-style-type: none"> <li>-<u>ALL</u> gates are <u>CLOSED</u> i.e. ALL carpark gates, small gate next to Adventure playground, the gate to the Presbytery and the carpark gate next to the hall should be closed.</li> <li>-Students who are purchasing items from the canteen are lining up, the rest should be sent to the yard.</li> <li>-Students do not pass the canteen area (the driveway area next to the hall is out of bounds!!!)</li> </ul>
<b>BEFORE / AFTER SCHOOL CARPARK / YARD:</b>	Teachers <u>supervising in the carpark/driveway outside the church</u> are responsible for making sure that: <ul style="list-style-type: none"> <li>-Students cross at the zebra crossing</li> <li>-Cars observe the 'One Way' traffic rule</li> <li>-Students walk along the footpath</li> <li>-Students don't cross between parked cars</li> <li>-Students who aren't picked up by 3:30pm are sent to After School Care</li> </ul>
<b>O'BRIEN DVE &amp; FLAGS</b>	Teachers <u>supervising in O'Brien Drive</u> are responsible for making sure that: <ul style="list-style-type: none"> <li>-The flags at the School Crossing are out and collected at the end of the day</li> <li>-Students cross at the school crossing</li> <li>-Students walk along the footpath</li> <li>-Students don't cross between parked cars</li> <li>-Students who aren't picked up by 3:30pm are sent to After School Care</li> </ul>
<b>NB:</b>	<ul style="list-style-type: none"> <li>-Vests are to be worn at all times and hats in Term 1 and 4!!!</li> <li>-Remember to take <u>bumbag</u> containing First Aid.</li> <li>-Any visitors in the yard (without a pass) are to be <u>directed to the office.</u></li> <li>-If you are attending PD or at a meeting or on an excursion, it is your responsibility to swap with another qualified teacher.</li> </ul>

**APPENDIX 2:**

**Yard Duty Roster**

TERM 3 - YARD DUTY ROSTER 2017 (Updated 09/10)														
A M	BEFORE SCHOOL	TIME	MONDAY		TUESDAY		WEDNESDAY		THURSDAY			FRIDAY		
		8:30am	CARPARK: JEFF	YARD: MICHAEL	CARPARK: MICHAEL	YARD: JEFF	CARPARK: TONY	YARD:	CAR PARK JEFF	YARD: JOE	YARD: MICHAEL	CARPARK: JEFF	YARD: MICHAEL	
L U N C H	OVAL	11:15am	WALLY		TONY		MARY		ERIN			BRUNO		
		11:37am	JULIE SEMCESEN		HANIA		AARON		CLARE			NATALIE		
	ADVENTURE PLAYGROUND	11:15am	HANIA		SHALINI		ANNE		JULIE MURNANE			BELYNDA		
		11:37am	HANNAH		NATALIE		ANITA		JULIE SEMCESEN			THILINI		
	GREEN HOUSE AREA AND BASKETBALL COURT	11:15am	HARRY		JULIE MURNANE		JO DRAGOVIC		STEPHANI			SHARON		
		11:37am	BELYNDA		ANGELA LOPEZ DEE		JOANNE		LEANNE			STEPHANI		
	CANTEEN AND ROUNDERS COURT	11:15am	LEANNE		AARON		ERIN		ANITA			JOE SIRINNI		
		11:37am	MARY		JACKIE		CLARE		SHALINI			ALLISON		
	R E C E S S	OVAL	2:00	WALLY		WALLY		BRUNO		JOANNE			HANIA	
			2:15	ALLISON		THILINI		NATALIE		THILINI			HARRY	
		ADVENTURE PLAYGROUND	2:00	JOANNE		BELYNDA		ANNE		BRUNO			ANITA	
			2:15	IRENE		LINDA		STEPHANI		JO DRAGOVIC			JULIE MURNANE	
GREEN HOUSE AREA AND BASKETBALL COURT		2:00	ERIN		IRENE		JACKIE		ANNE			JO DRAGOVIC		
		2:15	MARY V (RR)		CLARE		SHARON		SHARON			SHALINI		
CANTEEN AND ROUNDERS COURT		2:00	ANGELA LOPEZ DEE		ALLISON		HANNAH		MARY			MARY V (RR)		
		2:15	AARON		JULIE SEMCESEN		ANGELA CHIAVAROLI		HARRY			ANGELA LOPEZ DEE		
P M		AFTER SCHOOL	3:15pm	CARPARK: JEFF	YARD: MICHAEL	CARPARK: MICHAEL	YARD: JEFF	CARPARK: JEFF	YARD: TONY	CARPARK: JEFF	YARD: JOE	YARD: MICHAEL	CARPARK: MICHAEL	YARD: JEFF
		O'BRIEN DVE & FLAGS	3:15pm	ANGELA CHIAVAROLI		ANGELA CHIAVAROLI		SHOBHA		SHOBHA			SHOBHA	

## APPENDIX 3:

### Wet/Hot Day Duty Roster

		<b>WET DAY / HOT DAY PROGRAM – Updated 9/11 Term 4, 2017</b>			
<b>Classes to be supervised:</b>		<b>11:15 – 11:30am</b>	<b>11:30 – 11:45am</b>	<b>11:45 – 12:00pm</b>	
<b>INCL</b>	<b>Grade Prep:</b>	• Sharon	Sharon	Leanne	Irene (Monday, Tuesday) Michael (Wed, Thurs & Fri)
		• Mary	Mary	Linda (Tues) Shobha (Mon, Wed, Thurs & Fri)	Angela Chiavaroli (Mon, Tues, Wed.) Joe Sirjanni (Thurs & Fri)
		• Natalie	Natalie	Allison	Anne (Mon, Tues, Wed, Thurs.)
	<b>Grade 1:</b> <i>(3 classes together in Grade 1 area)</i>	• Anita • Aaron • Harry	Anita	Aaron	Harry
	<b>Grade 2:</b> <i>(3 Classes together - Leave door open to supervise both rooms)</i>	• Julie M • Stephani	Julie M	Stephani	Shalini
	<b>Grade 3</b>	• Jo • Angela • Julie S	Jo	Angela L	Julie S
	<b>Grade 4:</b> <i>(3 classes together in Gr 4 open classroom)</i>	• Erin • Thilini • Clare	Erin	Thilini	Clare
	<b>Grade 5:</b>	• Bruno • Belynda	Bruno	Tony (Mon, Tues, Wed) Jeff (Thurs Fri)	Belynda
	<b>Grade 5/6:</b>	• Wally, • Joanne/Jackie	Wally	Jackie (Tues, Wed), Joanne (Mon, Thurs, Fri)	Hania (Mon, Tues, Wed, Thurs, Fri)
	<b>Grade 6</b>				
<b>Classes to be supervised:</b>		<b>2:00 – 2:10pm</b>	<b>2:10 – 2:20pm</b>	<b>2:20 -2:30pm</b>	
<b>REMS</b>	<b>Grade Prep:</b>	• Sharon	Sharon	Linda (Tues) Anne (Mon, Wed, Thurs) Leanne (Fri)	Irene (Monday, Tuesday) Michael (Wed, Tues, Thurs & Fri)
		• Mary	Mary	Hannah (Mon) Shobha (Tues, Wed, Thurs & Fri)	Angela Chiavaroli (Mon, Tues, Wed.) Joe Sirjanni (Thurs & Fri)
		• Natalie	Natalie	Allison	Anne (Mon, Tues, Wed, Thurs.) Mary V-P (Fri)
	<b>Grade 1:</b> <i>(3 classes together in Grade 1 area)</i>	• Anita • Aaron • Grade 1/2	Anita	Aaron	Harry
	<b>Grade 2:</b> <i>(3 Classes together - Leave door open to supervise both rooms)</i>	• Julie M • Stephani	Julie M	Stephani	Shalini
	<b>Grade 3</b>	• Jo, • Angela L, • Julie S	Jo	Angela L	Julie S
	<b>Grade 4:</b> <i>(3 classes together in Gr 4 open classroom)</i>	• Erin • Thilini • Clare	Erin	Thilini	Clare
	<b>Grade 5:</b>	• Bruno • Belynda	Bruno	Tony (Mon, Tues, Wed) Jeff (Thurs, Fri)	Belynda
	<b>Grade 6:</b>	• Wally, • Hania/Allison	Wally	Jackie (Tues, Wed), Joanne (Mon, Thurs, Fri)	Hania (Mon, Tues, Wed, Thurs, Fri)