

Purpose

Holy Eucharist School 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 Holy Eucharist School'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.

Holy Eucharist School 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 Holy Eucharist School, 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 promote the safety and wellbeing of all students and 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
- cultural and/or linguistic background
- 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.

Staff are required to check the Yard duty roster daily to see if they are required to be on yard duty.

Staff are to be prompt for yard duty and to be vigilant.

Staff are to be visible and active during yard duty.

Staff are to remain on duty in the designated area until they are replaced by the next staff member.

Teachers are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.

Staff are to make sure that all gates on the premises are locked during school hours. Any visitor wishing to enter the school must be directed to the School Office.

All staff have been given their own fluorescent vest and First Aid bumbag. However, Casual Relief Teachers (CRTs) will need to collect a vests and bumbag from the staffroom. These are hanging on hooks next to the large glass sliding door.

First aid bumbag must accompany the staff member on duty. It is the staff's responsibility to make sure that bumbags are restocked with first aid supplies. The Learning Diversity/Wellbeing Leader will provide all staff with laminated emergency cards and photo Id cards of students who have a serious medical health condition, e.g. anaphylaxis and/or asthma.

CRT vests and bumbags will need to be returned to the same location after duty.

- All teaching staff must wear an orange fluorescent vest when on yard duty.
- All LSOs must wear a blue fluorescent vest when on yard duty.
- All CRTs must wear a yellow fluorescent vest when on yard duty.

Staff are asked to be sun-smart during Terms 1 and 4. This includes wearing a suitable hat for yard duty.

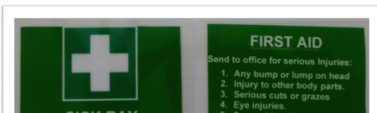
Yard Duty - First Aid Bum bags and Emergency cards

Emergency cards and student Emergency ID cards are to be kept inside the staff member's First Aid bum bag. All staff are responsible for replenishing Emergency cards each time they are used and to keep them inside their own bum bags.

The following information is on the cards.



ANAPHYLAXIS ID CARDS – PLEASE UNDO THE CLIP AND SEND ONLY THE STUDENT'S ID CARD TO THE OFFICE IF THEY REQUIRE AN EPIPEN.



GENERAL SICK BAY CARD - THIS CARD IS USED FOR BUMPS, BLOOD NOSES, STUDENT FEELING SICK



EMERGENCY CARD: TO BE USED WHEN THE GREEN SICK BAY CARD DOES NOT APPLY (STUDENT CANNOT BE MOVED eg: FRACTURES, SERIOUS FALLS, etc.



ASSISTANCE: THIS CARD DOES NOT APPLY TO ANY IMMEDIATE FIRST AID CARE.

Areas of supervision

AREAS OF SUPERVISION ON YARD DUTY – RISK MANAGEMENT	
Teachers supervising in the following areas are responsible for making sure that...	
ADVENTURE PLAYGROUND	<ul style="list-style-type: none"> Students are not eating food on the Adventure Playground. Students are <u>not sitting on top of the monkey bars</u>. Students are using the equipment appropriately. The gates next to the playground are locked.
GREEN HOUSE AREA & NEXT TO THE TOILET BLOCK	<ul style="list-style-type: none"> The gate in the lane way to O'Brien Drive is locked. NO student is playing or going past the Green House Area (ie: between MLC and fence is out of bounds). Students are not playing inside or outside the toilet block. No student is playing between/behind the Glennen and Hindmarsh building (ie: Tranquillity area) No ball games in the Green House Area or outside Library/classrooms.
BASKETBALL COURT	<ul style="list-style-type: none"> ALL gates are CLOSED ie: Carpark gate next to the church, small gate next to Adventure playground, should be closed. No ball games outside the Grade Prep and Grade 1 classrooms
GREEN HOUSE AREA & BASKETBALL COURT (Recess only)	<ul style="list-style-type: none"> The gate in the lane way to O'Brien Drive is locked. NO student is playing or going past the Green House Area (ie: between MLC and fence is out of bounds). Students are not playing inside or outside the toilet block. No student is playing between/behind the Glennen and Hindmarsh building No Ball Games in the Green House Area or outside Library/Grade Prep and Grade 1 Classrooms.
CANTEEN AND ROUNDERS COURT	<ul style="list-style-type: none"> ALL gates are CLOSED ie: ALL carpark gates, small gate next to Adventure playground, the gate to the Presbytery and the carpark gate next to the hall Students who are purchasing items from the canteen are lining up, the rest should be sent to the yard. Students do not pass the canteen area (the driveway area next to the hall is out of bounds!!!)
TRANQUILLITY AREA (Before & After School only)	<ul style="list-style-type: none"> No ball games are to be played in the tranquillity area and between the buildings. Students don't enter the classrooms until the classroom teacher arrives
BEFORE / AFTER SCHOOL CARPARK / YARD:	<ul style="list-style-type: none"> Students cross at the zebra crossing Cars observe the 'One Way' traffic rule Students walk along the footpath Students don't cross between parked cars Students who aren't picked up by 3:30pm are sent to After School Care
SUPERVISION BEFORE & AFTER SCHOOL IN O'BRIEN DRIVE / FLAGS	<ul style="list-style-type: none"> The flags at the School Crossing are taken out and collected at the end of the day Students cross at the school crossing Students walk along the footpath Students don't cross between parked cars Students who aren't picked up by 3:30pm are sent to After School Care
NB:	<p>-All students are to wear a hat in Term 1 and Term 4. Students without a hat are to sit in the undercover area between the two buildings.</p> <p>-Teachers on duty are to wear their orange fluorescent vests whilst on duty (CRTs yellow fluorescent vests) and a <u>hat</u> in Term 1 and 4!!!</p> <p>-Remember to take bum bag containing First Aid.</p> <p>-Any visitors in the yard (without a pass) are to be <u>directed to the office</u>.</p> <p>-If you are attending PD or at a meeting or on an excursion, it is your responsibility to swap with another qualified teacher.</p>

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 30 minutes before the start of school [i.e. 8:30am until 9:00am] and for 20 minutes 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 30

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.

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)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving body/individual	MACS Board
Approval date	13 April 2022
Risk rating	High
Date of next review	April 2024

POLICY DATABASE INFORMATION	
Related documents	
Superseded documents	Supervision Policy – v1.0 - 2021
New policy	