



Catholic College Sale

ON-SITE SUPERVISION OF STUDENTS POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *On-Site Supervision of Students Policy* and the compliance obligations outlined herein.

2.0 INTRODUCTION

Staff at CC Sale, particularly registered teachers, are held to a high standard of care in relation to students. This includes exercising reasonable supervision in and outside the classroom. Appropriate, well organised and responsive supervision of students during class time, recess and lunchtime is an important aspect of keeping students safe at school. It also enables staff to identify and respond to possible risks as they arise.

3.0 PURPOSE

This policy outlines CC Sale's commitments and practices in ensuring a safe and well supervised campus environment for students. It also assists staff in understanding their supervision duties during school times as well as before and after school.

4.0 PRINCIPLES

- 4.1 Adequate and appropriate supervision ensures that students have opportunities to work and enjoy recreation in a safe, well ordered environment.
- 4.2 Appropriate supervision plays a vital role in helping the College to discharge its duty of care to students. It is also an important strategy to monitor student behaviour and to identify and respond to possible risks as they arise.
- 4.3 The Principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps.
- 4.4 Teachers are responsible for carrying out their assigned supervisory duties in such a way that students are, as far as can be reasonably expected, safe and protected from injury.

5.0 PROCEDURES

5.1 Supervision Before, During and After School

As a general rule, the College provides supervision in designated areas from approximately 8.30am and until 3.40pm.

Where school activities (such as sport or band practice) are arranged before or after school, appropriate supervision is provided for attending students, depending on the time and location of the activity.

Parents are informed of supervision arrangements and are 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.

5.2 Yard Supervision Arrangements

Yards are supervised by staff who are timetabled, immediately before and after school, during recess and lunchtime.

A roster system is used to timetable staff members for yard supervision. The designated locations and times that staff are expected to attend for yard duty are outlined in a document titled Yard Duty – Supervision Duties. Accompanying colour-coded maps of the campus are also readily available to staff.

Casual Relief Teachers (CRTs) are responsible for the yard duty responsibilities of staff members they are replacing.

A first aid trained staff member/s is on-hand to attend the first aid rooms during yard times.

On days of inclement weather, alternative (indoor/undercover) arrangements are made for students, with revisions to supervision arrangements.

5.3 Yard Duty – Responsibilities of Supervising Staff

During yard duty, supervising staff are expected to:

- Commence duty promptly and remain on duty in the allocated area until the session ends and/or the replacement staff member is on duty;
- Wear a high visibility vest;
- Methodically move around the designated zone, maintaining alertness and vigilance;
- Intervene immediately if potentially dangerous or inappropriate behaviour is observed;
- Enforce behavioural standards and implement appropriate consequences for breaches of safety rules. Serious behavioural issues that may occur on duty should be referred to a House Leader in the first instance;
- Ensure that students who require first aid assistance receive it as soon as practicable;
- Approach unknown people in the yard to enquire about their presence on school grounds;
- Assist in maintaining the cleanliness of the grounds and direct students, whether they have littered the area or not, to place litter in bins;
- Check that students leaving the College grounds have permission and have signed out through the Student Office. These students must have a printed slip.

If a significant incident occurs, such as injury to a student, identifying a hazard, unsolicited visitors within the yard or along the boundary fences, or physical altercation between students, the staff member is to immediately send a student to Student Services for further assistance, or draw attention to the nearest staff member to assist. A Behavioural Incident Report and/or Injury/Incident Details Form, available from Student Services, must also be completed by the staff member attending to the incident.

Staff members who are aware that they cannot fulfil their yard duty obligations due to appointments, excursions, etc. are required to alert the Daily Organiser, with adequate advance notice, for a replacement to be found.

5.4 Classroom Supervision

Teachers are responsible for the group of students that they have been allocated to teach and/or supervise at a particular time. This includes the time when a student may be in the class or has withdrawn from the class for a reason (attendance at sick bay, toilet). The supervisory duty of a teacher is never replaced by the presence of a non-teaching staff member or a student teacher, nor can the supervision be delegated to another teacher without proper authority.

Teachers are expected to be vigilant and ensure:

- Proper use of any plant and equipment;
- Proper handling of any hazardous substances;
- Proper use of any relevant protective equipment.

Rooms with specialised equipment or chemicals are kept locked when not in use.

5.5 Supervision of Students Attending Shared Provision Sites

Students involved in off-site VET/VCAL courses are under the supervision of the providers and must comply with all rules and requirements on a delivery site.

Students involved in structured workplace learning, or work experience, are supervised by their hosts. Supervision agreements are signed by the student, host employer, parents and the College.

5.6 Expectations of Parents and Guardians/Carers

The College requires and expects parental cooperation in managing supervision and safety issues. This cooperation requires that parents and guardians/carers:

- Make appropriate arrangements for the transport, care and supervise students travelling to and from the College;
- Make appropriate arrangements for the care and supervision of students outside the times of supervision before and after school;
- Comply with the College's attendance, late arrival and early departure procedures, and other related College policies.

6.0 LEGISLATION

- Child Wellbeing and Safety Act 2005 (Vic.)

7.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Behaviour Management Policy
- Behaviour Monitoring and Support Policy
- Child Safety Code of Conduct
- Child Safety and Wellbeing Policy
- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- First Aid Policy
- Occupation Health and Safety Policy
- Off-Site Supervision of Students Policy
- Responding to and Reporting Child Safety Incidents and Concerns Policy (and accompanying Procedural Guidelines)
- Student Attendance Policy
- Student Health Needs Policy
- Visitors on Campus Policy
- Yard Duty – Supervision Duties
- Yard Duty Supervision Maps

8.0 MONITORING AND REPORTING

The Board is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

The Principal is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

9.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	June 2022
Next Review Date	June 2024