

# Emmanuel College

## Supervision Policy

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



### Purpose

Emmanuel College 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Consistent with Emmanuel College'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.

Emmanuel College 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 Emmanuel College, 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 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
- 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 (refer to First Aid Policy).

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 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 and maps showing designated areas is used for supervision of the school yard before school, during school breaks and after school.

Teachers are rostered to perform certain supervisory duties, as part of their workload, at recess, lunch and after school.

*It is of paramount importance that teachers be punctual in arriving to start their supervision. They must also be able to stay until the end of their allocated time and **direct the students back into class where necessary.***

When doing yard duty teachers are asked to:

- Arrive before the scheduled start time, to be there to greet the boys as they come into the area.
- Actively patrol the allocated area
- Be prepared to correct behaviour as necessary. Often a quiet timely word can prevent further problems from arising
- Be vigilant in the exercise of 'due care.' Do not allow unduly rough play, unacceptable behaviour or games.
- Direct students as required to first aid in Student Services.
- Ask students to clean up their areas
- Not stand in the one place or chat with other teachers. You cannot supervise your area from one spot.

- Wait until your relieving teacher arrives.
- Teachers on duty are able to get a phone from the front office if required to assist them on duty. Individual high visibility vests are provided to each teacher.
- First-aid kit and assistance is available at NDC student services and at SPC reception, as is relevant student information.

## 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 Campus Administration Team, for approval, prior to the activity.
- If external providers are working with students 1:1, 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 1:1 testing, the schedule is monitored by the relevant school leader.

## Before and after school supervision

The school yard will be unlocked and supervised for 8.05am before the start of school and until 3.20pm after the end of school classes.

Students who remain in the school grounds after this time will be required to attend the school office to await collection by their parents. If the parents do not come to collect their children within 4:15pm, 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 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 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.
- Guidelines set out in the Emmanuel College Staff Handbook

## Related School Policies

Student Behaviour Policy  
Child Safe Policy  
Child safe risk assessment  
Child Protection -Code of Conduct  
Duty of Care Policy  
Excursion/Camps Risk Management Guidelines  
First Aid policy  
Off-Site Supervision of Students Policy  
Anti- Bullying Policy