



Purpose

These procedures outline the processes in place at Holy Spirit to implement the school's Supervision Policy.

Procedures

Supervision responsibilities during school hours

1. Classrooms

- 1.1. Students are to 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 classroom routine.
- 1.2. If a teacher must leave their classroom for any reason, they must ensure that another authorised teacher is supervising the class.
- 1.3. School officers, education officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of the designated teacher. 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.
- 1.4. Teachers must consider the safety and wellbeing of students, with greater care and consideration for younger students or those at risk. Adequate, age-appropriate supervision that considers the nature of activities, plant and equipment being used, proper handling of any hazardous substances and use of relevant protective equipment must be provided.
- 1.5. Teachers should establish classroom rules that highlight behaviour expectations, set boundaries and assist in establishing classroom routines and practices.
 - 1.5.1. At the beginning of each school year, each classroom teacher establishes a list of appropriate behaviours with their class, as well as expected routines and practices
 - 1.5.2. These appropriate behaviours, routines and practices are revisited during the year when necessary as part of the class's wellbeing program

2. Yard duty

- 2.1. Teachers are responsible for following reasonable and lawful instructions from the principal including instructions to provide supervision to students at specific dates, times and places and in way that identifies and mitigates risks to child safety and wellbeing.
- 2.2. All teachers and Learning Support Officers are required to participate in the school's yard duty roster and school's supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3. Teachers and Learning Support Officers must be visible and active during supervision and are to remain on duty in the designated area until they are replaced by the next supervising teacher.
- 2.4. The Principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these
 - 2.4.1. There are three designated areas for yard duty – refer to Appendix 1 'Yard Duty Map'
 - 2.4.2. Out of bounds areas are identified and communicated to staff and students; these include all fence and trees, as well as the entrance to the main corridor (unless entering or exiting the building)
 - 2.4.3. There are currently no specific school hazards and risks in grounds, buildings and facilities

- 2.5. The yard duty roster is emailed to all staff, there is a copy on the staff noticeboard in the Staffroom and a copy on a window that is visible in the play area. There is a list of responsibilities attached the roster
 - 2.5.1. The Deputy Principal is responsible for maintaining the roster
 - 2.5.2. Staff members who know that they will be away are expected to swap their duty; the Deputy Principal organises duties for staff members who are unexpectedly away
- 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. First Aid bumbags and Yard Duty folders are kept on the shelf in the main corridor opposite the exit doors
 - 2.6.2. Yard duty times:
 - 2.6.2.1. Before school duty is from 8.35 – 9.00
 - 2.6.2.2. Recess duty is from 11.00 – 11.30, with change of staff at 11.15
 - 2.6.2.3. Lunchtime duty is from 1.40-2.25, with change of staff at 2.05
 - 2.6.2.4. After school duty is from 3.25-3.45
 - 2.6.3. Handover procedures – refer to Appendix 2 ‘Yard Duty Responsibilities’
 - 2.6.4. First aid arrangements – refer to Appendix 2 ‘Yard Duty Responsibilities’
 - 2.6.5. Emergency response procedures – refer to Appendix 2 ‘Yard Duty Responsibilities’
 - 2.6.6. Wet weather procedures – refer to Appendix 3 ‘Inclement Weather Duty’
 - 2.6.7. Alternative timetable procedures – refer to Appendix 3 ‘Inclement Weather Duty’

3. Before and after school supervision

- 3.1. Principals must ensure school supervision is provided for a minimum of ten minutes before and after school.
- 3.2. At Holy Spirit:
 - 3.2.1. before school supervision begins at 8.35
 - 3.2.2. students are only allowed on the basketball court and four-square area
 - 3.2.3. after school supervision concludes at 3.45
 - 3.2.4. students who have not been picked up by this time are taken to the School Office and their parents are contacted
 - 3.2.5. there are currently no before or after school activities, except for the OSHC run by MACSEYE
 - 3.2.6. parents are made aware of before and after school supervision in each newsletter that is published and in the ‘Welcome to Holy Spirit’ booklet that is given to new families

4. School entry and exit points

- 4.1. Principals may organise supervision of entry and exit points that consider:
 - 4.1.1. entry and exit points of the school are in view of the supervising staff member
 - 4.1.2. there are supervised school crossings adjacent to both entry/exit points
 - 4.1.3. students are told not to leave the school grounds until their parent/carer collects them, unless they are walking or riding home by themselves
 - 4.1.4. bus supervision – n/a
 - 4.1.5. other public transport considerations – n/a
- 4.2. Public transport and transport organised by the school – n/a
- 4.3. Parents/guardians/carers have primary responsibility of their child/ren’s travel to and from school.

5. Offsite activities and excursions

- 5.1. For all supervision requirements for offsite activities, excursions including local excursions, refer to the [Excursion, Camps and Travel Policy](#) and [School Excursions Procedures](#).

6. Activities involving external providers – onsite

- 6.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.

- 6.2. Refer to schools relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.
- 6.3. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 6.4. Supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 6.5. The classroom teacher, or teacher in charge of the group is responsible for the group at all times. Visiting speakers do not have the authority to supervise students in schools.
- 6.6. 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, guest speaker on site.
- 6.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
 - 6.7.1. Refer to Child Safety and Wellbeing Policy for procedures
- 6.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 6.9. A record of the activity will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.
- 6.10. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities. 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, National Disability Insurance Scheme (NDIS) providers.
 - 6.10.1. All external providers are required to sign in at the School Office, provide a copy of their Working With children Check and sign a Child Safety Code of Conduct; they are required to wear a visitor's badge while onsite
 - 6.10.2. All external providers working one on one are allocated a pace to work that is within view of Holy Spirit staff
- 6.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
 - 6.11.1. All external providers liaise with the Deputy Principal/Learning Diversity Leader prior to coming onsite and when attending the school

7. Online and remote learning activities

Where periods of online learning occur the appropriate use and management of digital technology is outlined in our schools' IT Acceptable Use Policy.

8. Changes to school operating times and alternative programs

- 8.1. Holy Spirit school does not offer alternative programs that are outside the normal school day or have changes to operating times

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.

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](#)).

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.

Related policies and documents

Supporting documents

Yard Duty Areas Map

Yard Duty Responsibilities

Inclement Weather Roster and Requirements

Related MACS policies and documents

Supervision Policy for MACS Schools

Supervision Procedures for MACS schools

Child Safety and Wellbeing Policy

First Aid Policy

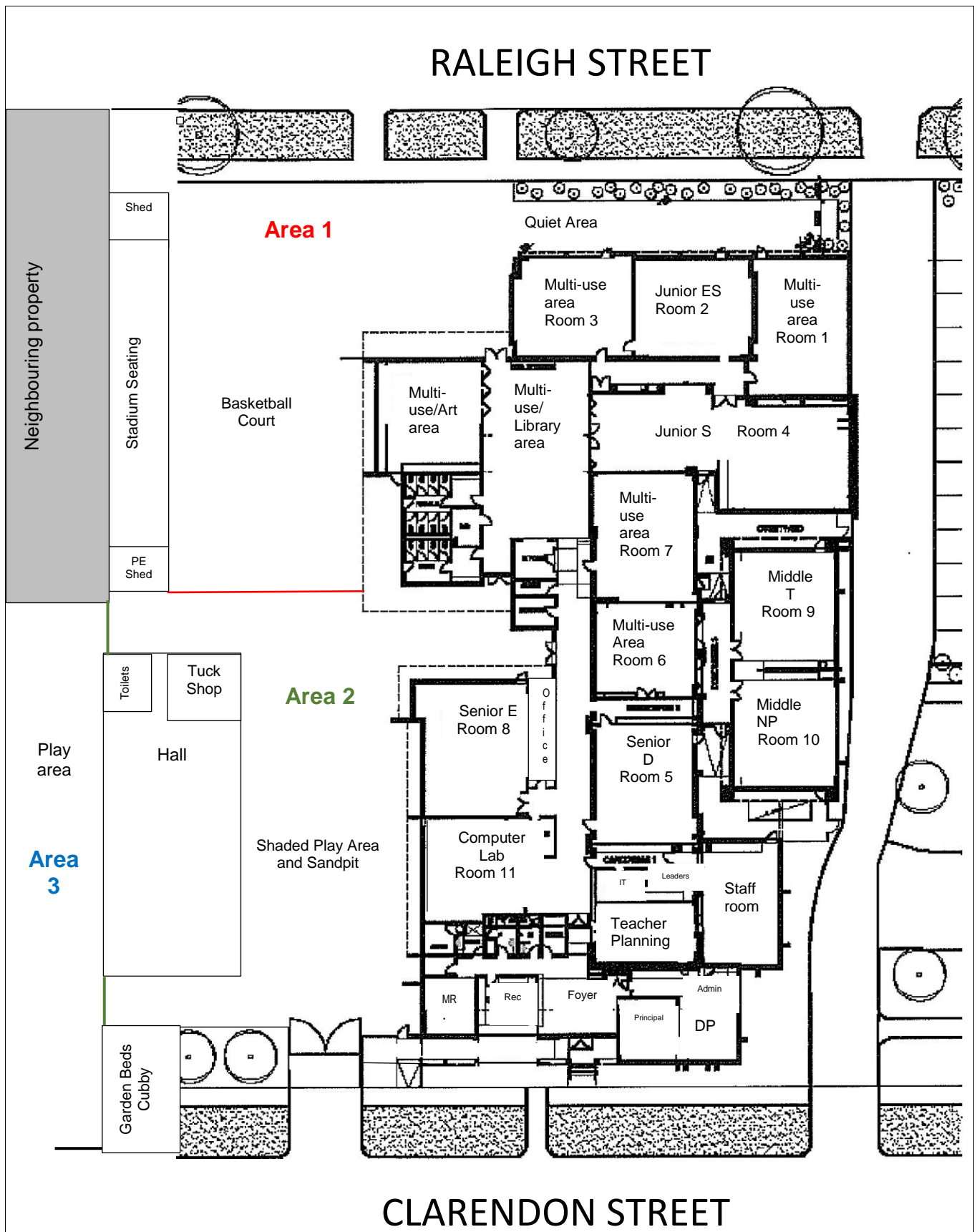
Teacher Registration Policy

Working with Children Check Policy

Policy information table

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|----------------------------|--|
| Approving authority | Director, Learning and Regional Services |
| Approval date | 1 November 2023 |
| Major review by | March 2025 |
| Publication details | CEVN |

YARD DUTY MAP 2025



YARD DUTY RESPONSIBILITIES 2025

Yard duty is a legal obligation and we are required to be supervising the children vigilantly.

ABSENCES

- If you are away on excursions (or PD if you are not replaced) etc please arrange to swap yard duty. If you are absent, please let Anne know if you have a yard duty. Replacement/emergency teachers will take the yard duty of staff they replace
- It is very important that you are on time for yard duty and do not leave the yard until a replacement has arrived or until classroom teachers have arrived to collect students
- If you do need to leave the yard please send a student to the Staffroom and a volunteer will take your place
- Please wear your fluoro vest and collect a bumbag and folder (either from the top of the bookshelf opposite the glass doors or from the person on duty before you). The bumbag contains some basic first aid, pictures of students who have medical alerts, sanitiser and a red card indicating that there is an emergency on the yard
- If there is an emergency in the yard during recess or lunchtime, immediately send the red card with a student to the Staffroom; alert the nearest staff member if possible
- All staff are asked to move to the yard at the first bell at the end of recess/lunch so that they can be on time to collect students from the yard when the second bell rings
- If a staff member is delayed (or has forgotten yard duty) please send in a reminder via a student. It is very easy to confuse days or forget.... we all do it and we are grateful for the reminder (well sort of....). There is normally a roster on the window of Emily's classroom to check if someone has forgotten

BEFORE/AFTER SCHOOL YARD DUTY

- Children attending the school are not to use the play equipment or sand pit as we often have younger children on the equipment
- The children must stay in the area between the hall and school and should NOT wait for parents outside the gates
- There are no games or riding of bikes, scooters etc on the school ground at these times, as they can be a danger to parents and small children
- Once the yard has cleared after school please ensure that the Raleigh St gate, double gates at Clarendon St and all external doors and gates leading to the school from the playground are locked. Lock internal and external toilet doors and turn off the lights in the toilets

FIRST AID: ON THE YARD

- If a student has head or eye injuries/complaints send them to the staff room
- Other minor injuries can be dealt with on the yard
- For any other injuries or if you are even slightly concerned send students to the staff room
- Emergencies – Please follow emergency procedures as outlined in the First Aid Policies and on Medical Alert plans

FIRST AID DUTIES: ATTENDING INJURIES OR ILLNESSES

- If you are rostered onto First Aid duty you need to be in the staff room at that time and be wearing the fluoro vest
- First Aid issues need to be dealt with in the First Aid room
- You are responsible to ensure that the correct forms are filled out and sent home and/or parents notified via a phone call
- If a phone call to a parent needs to be made at the end of lunchtime, ask office staff or a member of the leadership team to make the call
- It is advised that you consult with a member of the leadership team before recommending a child be sent home
- Parents are contacted when head or eye injuries are involved

Inclement Weather Duty

It is the responsibility of a member of the Leadership Team to decide to initiate the Inclement Weather Program.

Junior S and Junior ES students to be in the JS classroom

Duty to be shared between the JS and JES classroom teacher on the particular day.

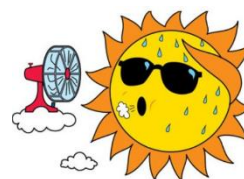


Middle NP & T students to stay in the Middle NP & Middle T area

Duty to be shared between the MNP and MT classroom teacher on the particular day.

Senior D students to stay in own classroom or in Senior E

Monday & Thursday: Classroom teacher and Principal to share duty;
Tuesday, Wednesday & Friday: Classroom teacher and PE Teacher to share duty



Senior E students to stay in own classroom or in Senior D

Monday & Friday: Classroom teacher and Deputy to share duty; Tuesday, Wednesday & Thursday: Classroom teacher and RE Leader to share duty

Before School Duty: Rostered teacher to take Inclement Weather Duty in the hall, or Multi Purpose Area if the hall is unavailable. The bell will be rung a few minutes earlier if necessary.

Staffing: If a teacher is on duty when an Inclement Weather Program is called, they finish their duty with the classes for which they are responsible then the other teacher as named above takes over. If you are on yard duty on an inclement weather day, please do the same duty (i.e. first or second half) inside in case the weather changes and the students go outside.



First Aid: Available staff

Specialists not listed above: To supervise where needed



Planning Days: If teachers on their full day of planning wish to leave the school premises during recess or lunchtime and the weather is inclement, please check with the Rob or Anne as to whether or not your class can be covered.

Supervision: *Students must be supervised at all times. Teachers sharing adjoining classrooms between must be positioned between the classrooms so that they have both rooms in line of vision. Children should use electronic devices at the teacher's discretion and should be in sight of the teacher at all times. No food or drink is to be near a device at any time. When children are inside during recesses they should be involved in activities and games where possible. Ball games are not appropriate in the classrooms.*