

Good Samaritan Catholic Primary 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).

Purpose

These procedures outline the processes in place at Good Samaritan 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. [Classroom procedures are to be consistent with the PBLW Tier 1 Statement of Practice](#)

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 teaching staff may be required to participate in the Good Samaritan yard duty roster and Good Samaritan supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3. Teachers 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 All staff members are expected to observe the yard duty roster and map carefully. The roster and map are posted on the staff intranet and on display in the staffroom. The roster and map are subject to change. Any changes to the yard duty roster or areas of supervision map will be communicated to staff.

Participation in the children's play activities during duty times does not constitute a supervisory role.

2.4.2 Yard duty supervision times cover four broad time spans:

- a) Before school 8.30am – 8.50am
- b) Morning recess 11.00am – 11.20am
- c) Lunch break 1.30pm – 2.15pm
- d) After school 3.15pm – 3.40pm

2.4.2 Extreme weather procedures will be followed when an announcement is made. Following such an announcement:

- Children are to remain inside.
- Toilet visits require children leaving the room in pairs (boy and girl paired).
- Staff members are required to patrol the corridors and check on pupil movement and provide general supervision.
- It is the responsibility of the Home Group Teacher to provide suitable activities to occupy the children during this time.

Emergency teachers will assume the supervision duty responsibilities for the teacher they are replacing.

Children are not permitted to be in the school building at any time without a teacher being present.

2.4.3 When on Yard Duty staff members are to:

- Arrive on time
- Carry a 'bumbag' that contains appropriate information and requirements.
- Wear the school issued high visibility vest to ensure ease of identification.
- Refrain from taking hot drinks and food outside.
- Monitor the yard for any hazards and notify the office for any assistance where required.
- Approach intruders or unknown people in the yard, or notify staff in the staffroom/office for assistance.
- Roam within their designated area, speaking to children, pre-empting any possible incident by defusing it through their positive interaction.

2.4.4 Children and Staff members are required to wear appropriate hats during terms 1 and 4, in accordance with the school's SunSmart Policy.

2.4.4 While on yard duty staff members are expected to observe the school's Behaviour Management Policy when interacting with students.

2.4.5 Staff members who are aware that they cannot fulfill their yard duty obligation due to appointments or excursions are required to either make a swap with another staff member, or discuss the matter with the Daily Organiser, Roberta Smarelli.

3. Before and after school supervision

- 3.1. Principals must ensure Good Samaritan supervision is provided for a minimum of ten minutes before and after school.
- 3.2. Principals must document procedures for supervision:
- 3.3.

3.2.1 Before School

School gates are unlocked at 8.30 and children are supervised for ten minutes on the courtyard until 8.40. During this time the children are engaged in passive activities. Activities, such as, playing with balls or games of chasey are not permitted. At 8.40 music plays and the children move to their classrooms.

3.2.2 The following areas are supervised and with the following key procedures applying:

Carpark & Crossing - Supervisor

- Children are dropped off in the drop off zone
- The crossing is used to cross the carpark
- Children remain on the footpath when moving in the carpark
- Children move immediately to the courtyard

Front of Hall

- Children are dropped off in the drop off zone
- Children move immediately to the courtyard
- Children remain on the footpath when moving in the carpark
- Cars passing through the drop off zone are directed by the staff member on duty

Northern & Eastern Gates

- Children are dropped off safely
- Children move immediately to the courtyard
- Gates are locked at 8.50 - just after the bell - provided most children have made their way through the gate

P-2 Toilets

- Children move to the courtyard
- Supervision of toilets - children go to their classrooms first, seek permission from their teacher and then come to the toilet in pairs (boy and girl paired)

Courtyard North & South

- Toilets are locked and remain locked until 8.40
- Toilets are reopened at 8.40 by the staff member on duty
- Children remain on the courtyard - if raining, in the undercover areas
- Games are not permitted
- Kicking, throwing, bouncing of balls etc are not permitted
- Support in moving the children to their homerooms when the music plays at 8.40
- Supervise toilets - children go to their classrooms first, seek permission from their teacher and then come to the toilet in pairs (boy and girl paired)
- Children accessing the library require a library pass from their homeroom teacher
- All other children are required to be in their homerooms
- Gates are locked at 8.50 - just after the bell - provided most children have made their way through the gate

- One of the staff members on duty proceeds to the front door until 9.00, to hold it open for those children who are running late.

3.2.3 After School

Carpark & Crossing Supervisor

- Children are collected in the pick up zone
- The crossing is used to cross the carpark
- Children remain on the footpath when moving in the carpark

Courtyard & Pick Up Zone

- Children move quickly to the appropriate pick up area
- Children are collected in the pick up zone
- Games are not permitted in the courtyard and pick up zones
- Kicking, throwing, bouncing of balls etc are not permitted
- Children are to be seated while waiting to be collected
- No eating is allowed at this time
- Cars passing through the pick up zone are directed by the staff members on duty
- Courtyard gates are locked at 3.30
- Children not collected by 3.40 are to wait in the office and parents/carers are contacted

Northern & Eastern Gates

- Children move quickly to the appropriate pick up area
- Children wait at the gates until their parents/carers arrive
- Gates are locked at 3.30
- Children not collected by 3.30 are taken to the office

4. School entry and exit points

- 4.1. Principals may organise supervision of entry and exit points that consider:
 - 4.1.1. location of entry and exit points
 - 4.1.2. road traffic conditions
 - 4.1.3. designated pick up and drop off areas
 - 4.1.4. bus supervision
 - 4.1.5. other public transport considerations

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.
- 6.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
- 6.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.

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 [ICT Acceptable Usage Policy](#)

8. Changes to school operating times and alternative programs

- 8.1. Where there are planned changes to programs/timetables that impact the supervision of students, these instances will be communicated to families via a Community Bulletin.

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 Map](#)

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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