



# Our Lady Help of Christians School, Wendouree

## Supervision of Students Procedures



### SUPERVISION OF STUDENTS PROCEDURES

The Principal has a legal obligation to maintain an efficient system of supervision in all school environments. The responsibility to provide supervision is paramount and overrides all other administrative considerations. Teachers assigned to supervision duties must actively and closely supervise the pupils. It is not sufficient merely to be passive in the general area of pupils requiring supervision. The amount of actual supervision required by teachers depends on the age and ability of the pupil as well as the location and activity in which they are engaged.

#### Playground Supervision

The principal is responsible for ensuring that students are adequately supervised before and after school and during recess times. This will involve designating areas in the yard, and developing a roster for staff to supervise students in the designated area for the time indicated on the roster. The roster will be made available to all staff and be displayed in the staffroom, staff intranet and any short-term changes will be recorded on the staffroom whiteboard.

Playground supervision is an integral part of a teacher's responsibility. All teachers are required to do yard duty according to a designated roster for before and after school and at recess times.

Teachers who are rostered for duty are responsible for remaining in the designated area until the end of the break period, or until replaced by a relieving teacher, whichever is applicable. Staff must actively supervise their designated area, be vigilant and constantly mobile. Punctuality is an essential element of this compliance. Principals must ensure they have outlined the designated areas for yard duty and that all staff are familiar with these areas and the expectations for supervision in these areas.

#### Yard Duty –Teachers are expected to:

- provide active supervision and move around the designated yard duty area;
- be alert and vigilant to what is happening in the yard;
- have their keys or fob with them so they can unlock doors in an emergency;
- ensure that students' behaviour is safe, sensible and fair and consistent with school expectations and rules;
- act as role models in demonstrating safe behaviour, for example, in wearing a Sunsmart hat;
- intervene if potentially dangerous behaviour is observed in the yard;

- enforce behaviour standards and implement logical consequences for breaches of safety rules (see DOBCEL Behaviour Management Policy and Positive Behaviour Guidelines);
- ensure that students who require first aid assistance receive it as soon as practicable;
- wear the school visible vest and carry a first aid bag and school electronic communication device;
- record any incidents in the incident book (yard duty folders), and if required, follow up with classroom teacher and parent;
- take preventative steps if any safety issue is identified, such as faulty playground equipment. The area of concern is to be closed for student use and reported immediately to the administration office. The teacher will need to follow up with the OHS officer as soon as possible;
- ensure that the communication devices are returned to the chargers immediately after yard duty is complete;
- contact the administration office using the school communication device, but should not leave the designated area until a relieving teacher has arrived in the designated area. If a relieving duty teacher does not arrive for yard duty, the teacher currently on duty is to remain on duty;
- if the supervising teacher is unable to conduct yard duty at the designated time, the administration office is to be contacted to ensure that alternative arrangements are made;
- contact the administration office immediately if a student leaves the school grounds without authorisation. The parents must be informed by phone, and the police called. A staff member will follow the student at a safe distance.
- contact the administration office if you need to leave yard duty during the allocated time, but not leave the designated area until a relieving teacher has arrived in the designated area;
- abide by the school's arrangements for COVID Safety during yard duty and ensure that students are observing the arrangements that are in place;
- eat meals or hot drinks prior to yard duty and not to carry hot drinks with them.

### **Inclement or Hot Weather**

If the weather is unsuitable for outside play, students will be supervised in their classrooms. On these occasions a specific indoor duty roster will take effect. This roster will be available on the staff notice board and staff intranet.

In the event of hot weather, the temperature and wind conditions will be taken into account.

The principal or delegate will determine when students are to remain inside at recess times and before school.

If students are out on yard at recess times and before school and the weather becomes inclement, yard duty teachers are to ask students to move to the sheltered areas and await the announcement to move to their classrooms.

- A yard duty teacher may need to contact the administration office to check awareness of changed weather conditions.
- Refer to the SunSmart policy regarding sun protection measures and procedures.