



## De La Salle College Supervision Procedures



### Purpose

These procedures outline the processes in place at De La Salle College to implement the College'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. Teachers use the College's Behaviour Policy in order to set classroom expectations.
  - 1.5.2. Students are actively supervised while undertaking activities at recess and lunchtime through the College's yard duty supervision roster across 11 supervised areas.
  - 1.5.3. Students who have study periods are supervised by staff either in allocated classrooms or in the College's senior campus library.

#### 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 College yard duty roster and College supervision requirements and must follow the College procedures for responding to accidents and incidents within the College grounds.
- 2.3. Teachers must be visible, wearing their yard duty vest 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 College grounds and take appropriate measures to mitigate these.
  - 2.4.1. Yard duty areas are outlined in the College yard duty information guide which is located on the College Learning Management System.
  - 2.4.2. Out of bounds areas are identified in the College yard duty information guide and staff are rostered on to keep students from going out of bounds.
  - 2.4.3. Specialty classrooms, workrooms and storage areas with specific hazards are kept locked to prevent students from accessing particular rooms without supervision.
- 2.5. The College yard duty roster is located on the College Learning Management System.
  - 2.5.1. The College yard duty roster is produced by the College Timetabler and maintained by the College Organiser

- 2.5.2. Absent yard duty supervisors are replaced each morning by the Daily Organiser and are published both through the College Calendar and the College Learning Management System
- 2.6. Responsibilities and duties for supervising teachers are outlined in the College yard duty information guide
  - 2.6.1. Staff are provided with their own yard duty vest to wear when on yard duty.
  - 2.6.2. Yard duty times are outlined in the College yard duty information guide.
  - 2.6.3. Handover procedures are outlined in the College yard duty information guide.
  - 2.6.4. Staff are informed of First Aid arrangements via regular staff briefings and emails and the College's First aid triage policy and procedures.
  - 2.6.5. In the event that a student is injured while a staff member is on duty the staff member will follow the First Aid policy and notify the Health Centre/College reception. In the case of a Critical Incident supervising staff are required to notify their campus reception, who will initiate the College's Critical Incident Management Plan.
  - 2.6.6. Wet weather procedures are outlined in the College yard duty information guide.
  - 2.6.7. Alternative timetable procedures in the College yard duty information guide.
3. **Before and after school supervision**
  - 3.1. Principals must ensure College supervision is provided for a minimum of ten minutes before and after school.
  - 3.2. Principals are to document:
    - 3.2.1. The College grounds are supervised from 8:10am each morning with staff on yard duty each afternoon until at least 3:35pm.
    - 3.2.2. Before and after school supervision areas are outlined in the College yard duty information guide.
    - 3.2.3. Staff are on yard duty each afternoon until at least 3:35pm with the Tiverton Library supervised until 4:00pm and the Kinnoull Library supervised until 6:00pm Monday to Thursday and until 5:00pm on Friday.
    - 3.2.4. Students who are still on the premises at the conclusion of supervision in the Tiverton and Kinnoull Libraries are required to make their way home.
    - 3.2.5. On campus before and after school activities, including sport, music and drama commitments are supervised by College staff until the conclusion of the activity.
    - 3.2.6. Parents are made aware of the College's before and after school supervision provisions through the Parent Handbook.
4. **School entry and exit points**
  - 4.1. Principals may organise supervision of entry and exit points that consider:
    - 4.1.1. Supervision is provided at entry and exit points of all three campuses both before and after school
    - 4.1.2. High Street Malvern has a minimum of five supervising staff present due to road traffic conditions e.g. trams, cars etc.
  - 4.2. Public transport
    - 4.2.1. Staff are allocated to supervise students boarding both westbound and eastbound trams along High St.
  - 4.3. Similar to public transport, staff are not required to supervise transport outside school hours, however, schools chartering bus companies for travel to and from school should have clear behaviour expectations for the driver and students and follow relevant Procurement and Risk Management Policies to ensure child safe procedures are followed.
  - 4.4. 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.
  - 6.11. 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.
    - 6.11.1. External providers are required to sign in and agree to the school's Child Safety policies and procedures. They must sign out upon leaving the College.
  - 6.12. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
    - 6.12.1. External providers are required to sign in and agree to the school's Child Safety policies and procedures. They must sign out upon leaving the College.
  - 6.13. 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.
- 8. Changes to school operating times and alternative programs**
- 8.1. The College will communicate information regarding changes to College operating times and alternative programs directly to parents/guardians/carers including:
    - 8.1.1. when there are changes to the start and finish times,
    - 8.1.2. alternative programs or timetables in place, such as during examinations, parent teacher/student interview, etc.
  - 8.2. The College will send SMSs to families to inform them when there is a change to the normal College operating times and schedule.

## 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

Staff Handbook 2024

Yard Duty Information Guide

Yard Duty Roster

Rover's Yard Duty Attendance Record

### 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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