

Supervision Policy

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



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Purpose

St Mary's College for the deaf (St Mary's College) is a college which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS Specialist Schools Ltd (MACSS).

Consistent with St Mary's 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.

St Mary's 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 St Mary's 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. At St Mary's College, this means taking different and sometimes greater measures for all students who are deaf or hard of hearing and may also have additional disabilities. St Mary's College is hosted on the site of a partner school and there is a reasonable level of responsibility accepted by the partner school for the supervision of St Mary's College students. This is in accordance with the Campus Collaboration Agreement between St Mary's College and each partner school.

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 considers the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any unique requirements of deaf and hard of hearing students
- any physical and/or intellectual impairments
- medical conditions
- known behavioural characteristics
- the nature of activities being undertaken and hazards including the risk of bushfire
- their deafness and any additional physical and/or cognitive impairments;

Supervising staff of St Mary's College and the partner school receive first aid training and the school ensures adequate first aid facilities are available with regard to the nature of the activities being undertaken (refer to First Aid Policy) and any unique considerations for students who are deaf or hard of hearing and who may also have additional disabilities.

Accidents and incidents are 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. If the student is attended to by staff of the partner school, St Mary's College will be notified as soon as practicable in accordance with the agreed policies and procedures.

St Mary's College has developed the following guidelines with respect to supervision.

Teachers of the deaf are responsible for the supervision of their students in classes they are allocated. Due to the small number of St Mary's College staff at each campus and the large number of classes in which our students participate, partner school classroom teachers assume responsibility for the supervision of St Mary's students in their classes when a St Mary's teacher cannot be present. This is determined by the timetable and consultation with the partner school and communicated to teachers of both schools to ensure it is clear who has responsibility for each student at all times. This includes supervision of students moving between classes and different areas of the school as appropriate to their age and individual needs. In particular, teachers of both schools should be vigilant to ensure:

- Adequate age appropriate supervision having regard to the nature of the activities being undertaken (see Risk Assessment & Camps and Excursions Policy);
- All spoken instruction relating to the safety or wellbeing of students is understood by St Mary's College deaf and hard of hearing students;
- Proper use of any plant and equipment;
- Proper handling of any hazardous substances;
- Proper use of relevant protective equipment

These guidelines are consistent with the intent of the Campus Collaboration Agreement where staff in both schools accept reasonable obligations beyond their own duties of care to reduce the likelihood of the other party failing to meet its own duty of care obligations.

Indoor and outdoor activities on school site

The following requirements are followed in regard to indoor and outdoor activities on the school site, in accordance with any supervision arrangements that have been agreed between St Mary's College and the partner school:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class.
- Students 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 and that students are deaf or hard of hearing.
- 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 showing designated areas is used for supervision of the school yard before school, during school breaks and after school. The yard duty roster is determined by partner school staff and includes teachers from both schools. While students of St Mary's College are the responsibility of St Mary's College staff, it is accepted that there is a reciprocal duty of care arrangement with staff of the partner school with regard to the supervision and safety of students of both schools.

Teachers are expected to arrive at the student reception of the Host school with their high-visibility vest promptly to collect the walkie-talkie and Yard Supervision folder which has important health and first aid information about particular students, as allocated to the assigned yard duty area. The information includes:

- Student name
- Photo of students with a medical condition that may require a particular response
- medical condition, such as hearing impairment, diabetes, asthma
- response specific to the child.

Teachers are to be visible and active during yard duty.

Teachers are to remain on duty in the designated area until they are replaced by the next teacher.

Off-site activities including camps, excursions and local functions

The following requirements are followed in regard to off-site activities including camps, excursions and local functions:

- St Mary's College staff accompany and accept overall duty of care for students attending any camps and excursions organised by partner schools and participate in the yard duty (supervision) roster.
- Off-site activity planning involves a risk assessment that includes consideration of the activity, location and the age and ability of students. There is also consideration of the risk of bushfire and the procedures to be observed if there is a bushfire in the activity location.
- For each offsite activity, there is a designated teacher-in charge. This could be a St Mary's College teacher or a partner school teacher depending on who arranged the activity.
- 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 is 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 Clearance (WWCC)
- Parents are informed about any excursions that will involve their child and provided with details regarding the type of activity and location and to seek their consent.

Activities involving external providers – on site or off-site

The following requirements are followed in regard to activities involving external providers, either on the school site or off-site:

- St Mary's College is responsible for students at all times, and this responsibility cannot be delegated to others outside the specific arrangement with the partner school in accordance with the Campus Collaboration Agreement.
- 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 is present throughout the activity. E.g. Swimming, camp activities, guest speakers on site.
- When an external provider is involved with a group of students they will be made aware of any specific instructions regarding communication with students who are deaf or hard of hearing.
- 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 principal, for approval, prior to the activity.
- If external providers are working with students 1:1, they are 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 office staff or a school leader.

Before and after school supervision

The partner school yard is unlocked and supervised at 7.30 am for staff arrivals and supervised from 8.20am before the start of school and until 3.45pm after the end of school classes. Students who remain in the school grounds after this time are taken to the school office to await collection by their parents. If the parents do not come to collect their children by 4.00pm, students can ask College Reception to call parents or emergency contacts if parents cannot be reached.

The school is committed to ensuring student safety however parental cooperation 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 at St Mary's College or the partner school, will have appropriate supervision in place for attending students depending on the time and location of the activity.

Parents are 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.

Communication

Parents are informed about supervision and related policies via St Mary's College newsletter and website.

Implementation

This policy is implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

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

National Disability Insurance Scheme/External Provider Policy