SUPERVISION POLICY

RATIONALE:

The school owes its students a duty of care, because of the teacher-pupil relationship. “It is a duty or a responsibility binding the teacher to care for the student. ... The duty of care will vary according to circumstances. ... The court tells us that the care we show our pupils should be the care shown by a reasonable parent – but a better description, certainly with large groups, would be that our duty of care should be that reasonably expected of a caring professional.” (Sleigh, D. & Fulton, F. (2001) The School Principal's Guide to the Law in the 21st Century, The Professional Reading Guide for Educational Administrators, Victoria.)

This is a legal responsibility and cannot be renounced.

The school accepts that authority is not confined to the classroom nor is it restricted to the hours of formal instruction. It extends to those situations where the good name of the school is served by teacher involvement.

Teachers have a duty to protect the moral and physical welfare of all children in their care.

Teachers need to ensure the school environs are safe and that children should feel safe and welcome to approach teachers on duty.

Teachers should be seen to be fair and just in their relationships with students.

Students should be taught skills and attitudes that will enable them to have fun and be safe while showing respect and consideration for others as well as showing our 5 C’s; courtesy, consideration, cooperation, compromise and consequences, form an appropriate guideline for behaviour.

The St Bede's Community values partnerships. Communication is the keystone of this relationship. We form strong links between students, staff, families, Parish and the wider community.

We believe that parents should be aware of school rules and regulations and that staff need to communicate to parents school expectations and policies. Parents are responsible for supporting staff in fulfilling their role by allowing children to be on school premises only during hours of supervision.
SUPERVISION POLICY

GOALS

At St Bede’s we aim to:

- display reasonable care for all children whether it is in a classroom or on the playground;
- ensure that all staff know what is required of them, both inside and outside the classroom and that they fulfil their duties fully;
- keep parents advised about school rules and regulations.

IMPLEMENTATION:

Teachers at St Bede’s show ‘reasonable care’ by:

- being punctual for all professional responsibilities and for all playground duties;
- seeing that all children move around the school in a quiet and orderly fashion;
- having all children walk in the school’s hallways;
- leaving the children in another teacher’s care if the teacher needs to leave the classroom for any reason;
- keeping dangerous objects and substances such as hot drink, knives, stanley knives, metal forks, sharply pointed scissors, paper guillotines completely away from all children;
- not putting children outside a classroom for disciplinary reasons;
- ensuring that no student remains in the classroom without direct supervision;
- reporting any serious accidents to the Principal or Assistant Principal and entering details of the accident in the Accident Book which is kept in the Secretary’s office;
- moving around the playground while on duty;
- continuously covering the designated area of the playground while on duty;
- checking rooms, playground areas and buildings for potential dangers and reporting these to the Principal, Assistant Principal or Occupational Health and Safety Representative;
- not giving early marks to the children;
- ensuring that children’s parents sign the appropriate forms when collecting children outside of the usual home time.

The Assistant Principal will:

- prepare a duty roster each term and assure that each teacher is aware of their individual responsibilities.
SUPERVISION POLICY

Playground Duties

<table>
<thead>
<tr>
<th>Bell Times</th>
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<tbody>
<tr>
<td>8.40 am</td>
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<tr>
<td>9.10 am</td>
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<td>11.00 am</td>
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<td>11.25 am</td>
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<td>1.00 pm</td>
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<td>3.15 pm</td>
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<tr>
<td>3.20 pm</td>
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<tr>
<td>3.40 pm</td>
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</tbody>
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Keep moving while on playground duty.
Punctuality is ESSENTIAL.
All teachers are asked to actively encourage the children to respond to bells promptly.

Before School Duties

8.40 – 9.10 am
- Children arrive and place school bags outside their classrooms.
- All children must wear hats when UV levels are high. (See UV policy)
- Children are allowed to play quiet, passive games during this time.
- No running games or large ball games are to be played on the black top. Handball with a tennis ball may be played.
- The play equipment requires inspection, especially in the cooler months, to ensure the equipment is dry.
- Children are not permitted to play on the oval.
- In case of inclement weather, the teacher on duty has the discretion to decide if wet weather duty needs to be implemented. During wet weather, the children are supervised in the hall.

9.10 am
- The bell goes at 9.10 am after which the teacher on duty actively encourages the children to stand in their class lines.
SUPERVISION POLICY

- The other teachers join the teacher on duty outside. The staff member on duty will greet the children and parents and begin the school day.

### Recess Duties

11.00 – 11.25 am
- Classroom teachers bring their classes out to sit to eat morning tea.
- The duty teacher walks around and ensures children are sitting down. Children only stand to place rubbish in the bins.
- When the children have finished eating, they may then play.
- Ensure that the children on the courts are playing suitable games.
- Ensure that garbage under the silver seats and around the court area has been placed in the bins provided.
- There is a designated teacher to supervise the play equipment at recess.

### Play Equipment Duty

- Kindergarten – Year 2 may play on the junior equipment. Years 3 – 6 may play on the senior equipment. All children may play in the sandpit.
- Teacher on duty supervises equipment very closely. **Supervision of the equipment is the highest priority.**
- The games in this area must be calm and quiet. It is a quiet/passive play area. No running or ball games are allowed.

### Toilets

Both sets of toilets are open during this time. Access is through the corridor doors. Kindergarten – Year 2 use the junior toilets and Years 3 – 6 use the senior toilets.

### End of Recess Duties

- Bell goes at 11.25 am for pack up.
- Children may have a drink, go to the toilet and line up outside their classroom.

### Lunch Duties

1.00 – 1.40 pm
- **Primary**
  - Senior oval including outside the after school care building and concrete area outside the senior classrooms.
- **Central**
  - Blacktop, senior equipment and middle oval.
- **Toilets**
  - All teachers on duty are asked to keep an eye on children moving in and out of the corridors to go to the toilet.
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Library Duty

- Children are permitted in the library to read, draw or play quiet board games from 1.00 pm to 1.30 pm on Tuesday, Wednesday and Thursday.
- No internet access is permitted during these sessions.
- Begin pack up at 1.25 pm. Library should be left neat and tidy with all games, pencils, paper, etc put away.

Eating Lunch

1.40 – 1.55 pm

- Children sit on the outside seats or blacktop area to eat lunch.
- Encourage the children to only leave their seats when they have completely finished their lunches and need to place rubbish into a lined bin.

End of Lunch Duties

Bell goes at 1.55 pm for pack up.
Children may have a drink, go to the toilet and line up outside their classroom.

After School Duties

3.20 – 3.40 pm

- Supervise children who are waiting to be picked up. Children must be seated under the pergola area and wait quietly to be collected.

Bus Duty

3.20 – 3.40 pm

- Children who are to catch a bus must line up outside the Year 2 classroom and wait quietly for the teacher on bus duty.
- In the case of wet weather, children catching buses must move to and wait in the Year 2 classroom for the teacher on bus duty.

Wet Weather Duty

- All children are to make their way quickly to the pergola area and wait seated quietly to be collected.
- **Under no circumstances is the gate to be opened to allow parents’ cars to access the netball court area during wet weather.**
SUPERVISION POLICY

HOURS OF SUPERVISION

8.40am – 3.40pm Monday to Friday

RESOURCES:
For further information, please see the CEO website at;
http://www.ceocg.catholic.edu.au/parents/Lists/Policies