



## ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL STUDENT SUPERVISION<sup>1</sup>

### Rationale

At St Raphael's, we believe every staff member has a 'Duty of Care' for all our students. All staff members are expected to contribute towards fulfilling this legal duty by taking all reasonable steps to protect students from the risk of harm. Staff are responsible for students at all times and must be actively involved in supervising students during school hours. While the role of "support staff" or other non-employed adults may not have been specifically dealt with in decided cases, it is reasonable to assume that Principals could use such adults under certain circumstances to assist in fulfilling their duty to students.

### General

- Teachers are reminded that they are legally obligated to provide appropriate supervision for the children in their care.
- Students are not to be left in a classroom at any time to complete homework, have 'time to think', or for any other reason unless personally supervised by a teacher.
- If, under **exceptional** circumstances (e.g. illness), a teacher needs to leave the classroom, the teacher from the adjoining room must be informed in order to provide supervision in the class teacher's absence.
- Movement in and out of the classroom must be closely **supervised by the teacher at all times**, and conducted quietly so that there is minimum distraction to others. Classes using stairways must be conducted up and down the stairways by their teachers. Classes are to move calmly and quietly in one line keeping to the left of stairs and ramps.
- Students are not permitted to run on stairs, ramps or verandahs or anywhere inside a building.
- Teachers must always be able to account for students' whereabouts in their care.
- It is the teacher's responsibility to ensure that students are working and playing safely in classrooms and playgrounds.
- Students are discouraged from using the toilets during lesson time. Depending on the supervision available and the set toilet area, each student will be accompanied by another child.
- Class teacher or teacher on duty must notify office staff if a student is sent to the office sick bay. After an assessment, the first aid LSO will inform the class teacher if the following will occur:
  - student remains in sick bay

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<sup>1</sup> Reviewed Annually - June 2024

- parents have been contacted
- student being picked up by a parent or carer
- Office staff record the names of any student sent to the sick bay.

## Playground

- Teachers must be on time for their rostered supervision duties and should be vigilant in carrying out those duties. Rostered teachers are required **to wear fluro safety vests** for easy identification by students.

## Before School 8.20am – 8.50am

- Early arrivals (ie before 8.20) to sit on the steps in the amphitheatre.
- One teacher on duty.
- Children remain on the bottom playground.
- Running games not permitted. Handball is permitted from 8.20 to 8.40am depending on the traffic in the playground.
- Any child needing to leave the playground, at any time, (including those wishing to use the toilet) should ask permission of the teacher on duty.

## Recess 10.50am – 11.20am

- Two teachers on duty.
- Teacher on the bottom playground supervises the amphitheatre, grass area and the toilets.
- Warning bell at 11.17 am; children move to the amphitheatre.

## Lunch 1.20pm – 2.00pm

### 1.10pm – 1.20pm Eating time only – (10 minutes Health program/supervising eating lunches)

- Children eat their lunch quietly in set area supervised by the class teacher. **Emphasis placed on nutrition and hygiene.**

### 1.20pm Playtime

- Children are not allowed to play if they are eating their lunch. After they have finished eating and they place their rubbish in the bin and lunch boxes in the class container. **It is the responsibility of the class teacher to ensure all boxes are placed in the class container to avoid tipping hazards.**
- Children who are not finished eating stay seated in the amphitheatre until they have finished.

## Duty commences at 1.20

- Two teachers on duty - First half and second half lunch duties. Changeover time is 1.40pm.
- Warning bell at 1.57pm; children stop all games and move to the designated assembly area ready to go into class.

**At all times:**

- No body contact
- No hat, Shade play.
- Class ball days to be observed.
- Children with food or drink must be seated.
- Basketballs not to be kicked on the playground.
- Playground roster indicates the areas and the ball games to be played.
- Soft balls used for soccer. Handball and soccer are the only ball games to be played on the bottom playground.
- Children are not permitted to play on any ramps.
- Keep ramps and stairs clear

**All teachers on duty are required to:**

- Teach SPBL expectations following the term set scope and sequence
- Be punctual to begin or relieve.
- Remain on duty until the relieving teacher or class teacher arrives.
- Move around the area you are responsible for to ensure maximum coverage.
- Refrain from engaging in conversation with other staff or parents.
- Ensure appropriate behaviour of all students.
- Ensure that students do not go out of bounds.
- Ensure that all students wear their hats.
- Ensure that students are sitting down with food or drink.
- Monitor toilets regularly.
- Ensure that all games and equipment are safe.
- Ensure that the playground is tidy and free of papers.
- Attend to any reported bullying incidents.
- Follow the behaviour management flowchart for all incidences
- Inform the duty roster supervisor of any duty changes.
- Ensure children are not running on verandahs.

- Carry a first aid bag at all times.
- Send red card to the office if there is an incident that requires attention.

## **Wet Weather**

If rain occurs during a recess or lunch period the teachers on playground duty should direct children under cover in an orderly fashion. If the rain continues, all teachers are to move straight to classrooms if rain causes outside play to cease.

## **Wet/extreme weather duty**

Teachers share supervision with adjoining class. Special arrangements exist where this is not possible. Duty supervisor has details.

- Children are to be involved in quiet activities. No running. No leaving the room without permission. No balls in the classroom.
- SPBL expectations are in place to ensure consistent behaviours are followed before school duty.

## **After school duty**

- Class teacher brings the class to the set dismissal area. Car pick up students go straight to the set area near the hall and wait to be called to their car. Students follow SPBL expectations and behaviours.
- Children waiting for parents after 3.05pm go to the set area located under the undercroft of hall. Class teachers ensure all late children go to this area.
- After 3.20pm the teachers on car duty send the remaining children to the office.
- Due to no playground supervision, no games are to be played on the playground after school.
- Double gates on the top and bottom playground are to be locked

## **Before and After School Care**

### **Before School Care:**

- Parents are press 3# to open the gate to the school grounds.
- Parents are to escort their child to Hope and Harmony hall and are required to sign their child in.
- At 8:20am, students will be escorted down to the lower playground by a SCECS staff member where they will be able to play and be supervised by a St Raphael's staff member.

### **After School Care**

- At 3pm, students who will be attending After School Care will go to the amphitheatre under the supervision of the George Street duty staff member, where they will be met by a SCECS staff member.

- The SCECS staff member will mark the roll to ensure all students who are attending after-school care are present. If a child is registered for after-school care and is not present, the SCECS staff members will follow the following procedures:
  - Step 1: Contact the school office within 5 minutes of marking the roll. School office to check if the student was at school or if the child went home early
  - Step 2: SCECS contact the parent within 10 minutes of marking the roll.
  - Step 3: If the parents can not be contacted, SCECS staff will notify the school office. The school office staff will continue to try to contact the parents and the SCECS will ring the emergency contact.
  - Step 4: If the parents have been spoken to or if they are uncontactable, and the student is still unaccounted for for 20 minutes, SCECS to notify the principal and/or Leadership Team
  - Step 5: The school principal and/or Leadership Team call the police explaining the situation.

### **Excursions**

- All teachers are to send home details of excursions via a Compass Event at least 10 days before the event. Parents are required to consent via the Compass event and add relevant medical details. The class teacher is required to keep this information with them on the excursion. See Excursion Policy.
- If possible, teachers are to swap their duties on the days they are on the excursion.