



These procedures outline the processes in place at Emmanuel College to implement the school'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. (DMA).
 - 1.5.1. Emmanuel College currently utilizes the Development Management Approach to Classroom Management.
 - 1.5.2. VCE and VCE VM students will have allocated study periods within their timetables. These are supervised.

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 yard duty roster and supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3. Teachers must be visible 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 school grounds and take appropriate measures to mitigate these.
 - 2.4.1. Designated areas for duty must be illustrated on a yard duty map (See 3 for SPC Map and 3A for NDC Map).
 - 2.4.2. Out of bounds areas identified and communicated to staff and students. These appear in the student handbook and in the Staff handbook. Out of bound areas are also outlined in this document.
 - 2.4.3. Specific school hazards and risks in grounds, buildings and facilities are also reflected in the out of bound areas.
- 2.5. Location of the yard duty roster
 - 2.5.1. Responsibility for maintaining the roster is assigned to the Campus Organiser.

2.5.2. Procedures for arranging replacement yard duty supervisors is completed as part of the Daily Organiser duties and is posted on the Daily Supervision List.

2.6. Responsibilities and duties for supervising teachers

2.6.1. Location of equipment to be taken to yard duty

2.6.2. Yard duty times

2.6.3. Handover procedures

2.6.4. First aid arrangements

2.6.5. Emergency response procedures

2.6.6. Wet weather procedures

2.6.7. Alternative timetable procedures

All matters pertaining to 2.6 are outlined in this supervision procedures document for both the Nptre Dame and St Paul's campuses.

3. SPC Yard Duty Map



Rostered Supervision Duties – St Paul’s Campus

Teachers are rostered to perform certain supervisory duties, as part of their workload, at recess, lunch and after school.

We have a legal responsibility to ensure that students are adequately supervised at all times when they are under our care, so it is imperative that we have staff evenly distributed and actively supervising all areas of the yard whenever students are out of the classroom.

Each staff member will be allocated six supervisory duties according to the CEMEA part of the Eight hours from the 30/8 model and may be adjusted according to college needs and in so doing, consideration will be given to their teaching loads either side of the break.

It is of paramount importance that teachers be punctual in arriving to start their supervision. They must also be able to stay until the end of their allocated time and **direct the students back into class where necessary.**

When doing yard duty teachers are asked to:

- Arrive before the scheduled start time, to be there to greet the students as they come into the area.
- Actively patrol the allocated area
- Be prepared to correct behaviour as necessary. Often a quiet timely word can prevent further problems from arising
- Be vigilant in the exercise of ‘due care.’ Do not allow unduly rough play, unacceptable behaviour or games.
- Ask students to clean up their areas
- Not stand in the one place or chat with other teachers. You cannot supervise your area from one spot.
- Wait until your relieving teacher arrives.

Finally, this level of vigilance and control does not preclude the partaking in informal conversation with students, which can turn a duty into an enjoyable time rather than a tedious one and can help further fruitful relationships.

High Visibility Vests

All duty teachers are required to wear a high visibility vest. This allows for easy identification of other staff members on duty and students requiring assistance. These are provided to each staff member and if a replacement is required then please request from the campus organisers.

Yard Duty: SPC Areas of Responsibility

Each full-time staff member is required to be present at their designated duty at the beginning of their scheduled time. It is important that teachers have knowledge of all areas of responsibility as they may be called as a replacement for another teacher.

Before School

Duty operates from 8.20am-8.45am.

Before school A - this duty involves patrolling the main Quadrangle area.

Before school B - this duty involves patrolling the Car Park and Basketball court (part of this duty is to engage with parents enter car park area to drop off students)

Recess and Lunchtime

The areas to be supervised at recess and lunchtimes are:

1) Canteen Recess and Lunch A: This supervision requires staff to ensure that the students line up in an orderly fashion and maintain appropriate behaviour while in that area. This staff member also needs to supervise all undercover areas in the proximity of the canteen and try to keep them as clean as possible. It is imperative that this staff member arrives for duty before the bell sounds.

Canteen Lunch B: This supervision requires staff to help supervise the canteen lines. This staff member also needs to supervise all undercover areas in the proximity of the canteen. The supervisor needs to ensure that all students leave the area when the bell rings.

2) Circuit A: (Male Supervisor): The area to be covered involves the Central courtyard, Basketball court, Podium area and space between the Office/Jubilee Building. It also includes the area between the Cassidy/Winters building (recess only) and the Library Foyer.

This person also has the responsibility to patrol the toilet block especially at the very beginning of recess and lunchtime. This duty should start with a visit to the main toilet block, and then regular checks should be made throughout the course of the duty.

3) Circuit B: The area to be covered includes the areas between Marianist House and Cassidy Buildings, around the Library and Demountable buildings.

This duty also includes the McCluskey Courtyard (that is the area in front of the Music Room).

Out of bounds areas: The service road running down along the demountable, the verandah and ramp areas around the demountable buildings, the bike racks and the grassed area along the residential fence line.

The default position would be walking the pathway between the Cassidy Buildings and Marianist House to enable best coverage including each side of the Library Building.

4) Circuit C: The duty covers the area between the Chambers Rd end of the back oval to the Winters building and includes the caged basketball courts, shaded passive seating area and cricket nets, through to the hard bitumen surface basketballs/down ball courts.

To cover this area, a roving patrol is necessary including regular entering the enclosed basketball courts.

4A) Circuit C 1 and 2 – RECESS Only:

Circuit C 1: The duty covers the area closest to Chambers Rd which includes; the cage basketball courts, shaded passive seating area and cricket nets.

Circuit C 2: The duty covers the area between the shaded passive seating area and the Winters Building which includes; the hard bitumen surface basketballs and down ball courts.

This duty also includes the seating area between the oval and along the Winters Building.

The Back Oval and synthetic soccer pitch is out of bounds at recess.

5) Oval 1 (Grassed Surface): Non-Chambers Road end. Supervise the back oval from the Winters Building to the back fences and ensure that students keep clear of houses. The west area between the soccer goals and the back fence are out of bounds and boys are not to retrieve balls by climbing the fence.

The area between the fence and trees along the southern factory area is out of bounds.

Students are not permitted on the oval until the second bell. Balls should not be kicked towards the Winters/Cassidy building.

Students are not permitted to eat or take food/drink onto the oval area.

If it is called a wet weather day and the back oval is out of bounds, this staff member should ensure that the oval is student free.

This is not recess duty as the oval is out of bounds at recess.

6) Oval 2 and (Oval 3 -Lunch B Only): (Synthetic Soccer Pitch) The duty covers the artificial turf area at the Chambers Rd end at the south of the school.

Students are not permitted on the artificial turf area until the second bell.

Students are not permitted to eat or take food/drink onto the artificial turf area.

This is not a passive area, it is for active games and students should not be sitting on the surface or in coaches boxes.

The areas outside the fenced artificial turf area (Chambers Rd fence and southern factory fences) are out of bounds. If a ball goes into these areas one student may retrieve the ball after receiving permission from the teacher on duty.

Default Position: Teachers on this duty are only required to supervise from around the perimeter of the oval area.

7) Front Oval/ Gate Duty: This duty includes supervision of senior students exiting on early leave days (Wednesday B), ensuring they depart in an orderly manner with their uniform worn correctly and a sweep of the front car park area to check that no students are present.

Students are able to access this area under supervision of a teacher for Sports Training or House Activities.

Students are only permitted on the Front oval after the second bell.

Students are not permitted to eat or take food/drink onto the oval area.

8) Jubilee Corridor Duty: This duty involves patrolling the floors of the main Jubilee building, ensuring that all students have left the building and that all doors to the classrooms are locked.

9) Winters/ Cassidy Corridor Duty: (Lunch A only) This duty involves patrolling the corridors of both buildings and the space between the buildings.

Doors to the Winter/Cassidy Buildings will default lock Lunch B. Lunch A duty supervisor check doors to ensure they are locked before departing.

10) Sports Equipment Distribution: Students are able to access sports equipment at lunchtime from the sports office. Students must have an ID card when they take equipment and collect from staff on return of the borrowed equipment.

11) Library – this duty is required when one of the Librarian's is absent.

12) Systems Detention – this duty is allocated to replace a House leader when required.

After School:

Bus Duty

At dismissal, the Bus Duty Staff will supervise the bus area until the buses have cleared.

Ensuring safe, supervised areas

- Duty supervisors monitor the safety of the supervision area and address any hazards identified. The Leader of Campus Organisation should be notified of any follow up works required.
- Vigorous physical games – Vigorous games, such as non-endorsed football matches, are not allowed due to the danger of injury involved. Where such games occur the supervisor should request students to stop the activity and report the practice to the Leader of Campus Organisation for follow-up on other days. The supervisor should use professional judgement with regards to such issues in assessing whether student health and safety is at risk.
- Front Oval/Artificial Turfed Area: These areas are out of bounds to the general student population. If they are required for special events like year level/house competitions, they must be supervised by the organising teacher. Football training etc must also be supervised. Students are not to be in these areas without supervision. Teachers need to organise to meet students before taking them to these areas.
- **Back Oval:** is out of bounds at recess.
- **Canteen:** There will be a 7 – 9 line and a 10 – 12 line.

Back Oval and Synthetic Soccer Pitch: The back-oval area is available for student use at lunch time, from the second bell, but not recess. No food or drink is taken onto the oval. Students must be wearing sport shoes. Equipment can be borrowed through the Sport Department, using the student ID card. This equipment is returned immediately the bell sounds to end lunch. On days when ACC Soccer is scheduled, students use the western half of the back oval.

Maintenance Building Area: The maintenance building area the bike racks are out of bounds.

Car Park Area: Students are not to be in the Front car park or West car park (Maintenance area).

Jubilee building – recess/lunch: Students are not permitted in the Jubilee Building at recess or lunch unsupervised. Students required to attend a meeting with a House Leader or another staff member during recess or lunch are to be met by the relevant staff member on the ground floor and accompanied to the meeting venue. At these times students do not remain unattended in the main building waiting for an arranged meeting, or for any other purpose, and any group meetings required by staff are conducted on the ground floor, if the Jubilee building is the selected venue.

Protocol for Non – Attendance or Late Duty Replacement

Canteen Duty

- If after five minutes after the bell has sounded one or both duty teachers have not arrived, the Canteen manager will phone the receptionist.
- The receptionist will contact the staff study area and inform the rostered teacher that they are required for duty.
- If not successful in contacting the teacher, the receptionist will contact the Daily Organiser or Leader of Campus Organisation, who will organise cover of the duty.

Late Duty Replacement

If you are rostered on lunch A and not relieved by your colleague, please inform the closest duty teacher that you are reporting to the front office to inform the receptionist. Please return to your duty

till you are relieved. The receptionist will contact the Daily Organiser or Leader of Campus Organisation. It is important that you do not leave until replaced.

Wet Weather Timetable

Wet weather days

On wet weather days, yard duty teachers assist in the effective management of students including moving students out of the rain. Yard duty teachers collect an umbrella from the staff lounge prior to going on duty.

In the event of inclement weather, a decision will be made as to whether the wet weather timetable will run. This may involve a full wet weather program, as below or partial, depending on the circumstances and may involve a change of venues depending on availability.

Wet weather will be formally called over the College PA system 5 minutes before the start of lunch. When the lunch bell sounds:

- Year 8-11 students will move to Rooms 15 and 17 to sit and eat their food (students must remain seated during the lunch break)
- Year 12 move to the Study Hall to eat their lunch. If required additional rooms will be made available.

The Yard Duty Roster

The staff rostered on for yard duty that day will supervise the following areas instead of their normal allocated area.

Yard Duty Number	LUNCH A	LUNCH B
1 Canteen A	Canteen	Canteen
2 Circuit A	Walkway Area	Walkway Area
3 Circuit B	Walkway Area	Walkway Area
4 Circuit C	Walkway Area	Room 15 and 17
5 Oval 1	Rm J 15 and 17 or Walkway	Rm J 15 and 17 or Walkway
6 Oval 2/3	Area	Area
7 Front Oval/Gate	Study Hall	Study Hall
8 Jubilee Corridor	Room 15 and 17	
9 Winters/Cassidy Corridor	Room 15 and 17 Winters/Cassidy Corridor	Room 15 and 17

Staff assigned Rm J 15 and 17 or Walkway are to meet Campus Organiser at Canteen Area to confirm duties as required.

Campus Leadership Team members will also spread themselves through the different areas to assist in the supervision:

Library: Denis Palanci
Rm J15 and 17 Cate Toebelman

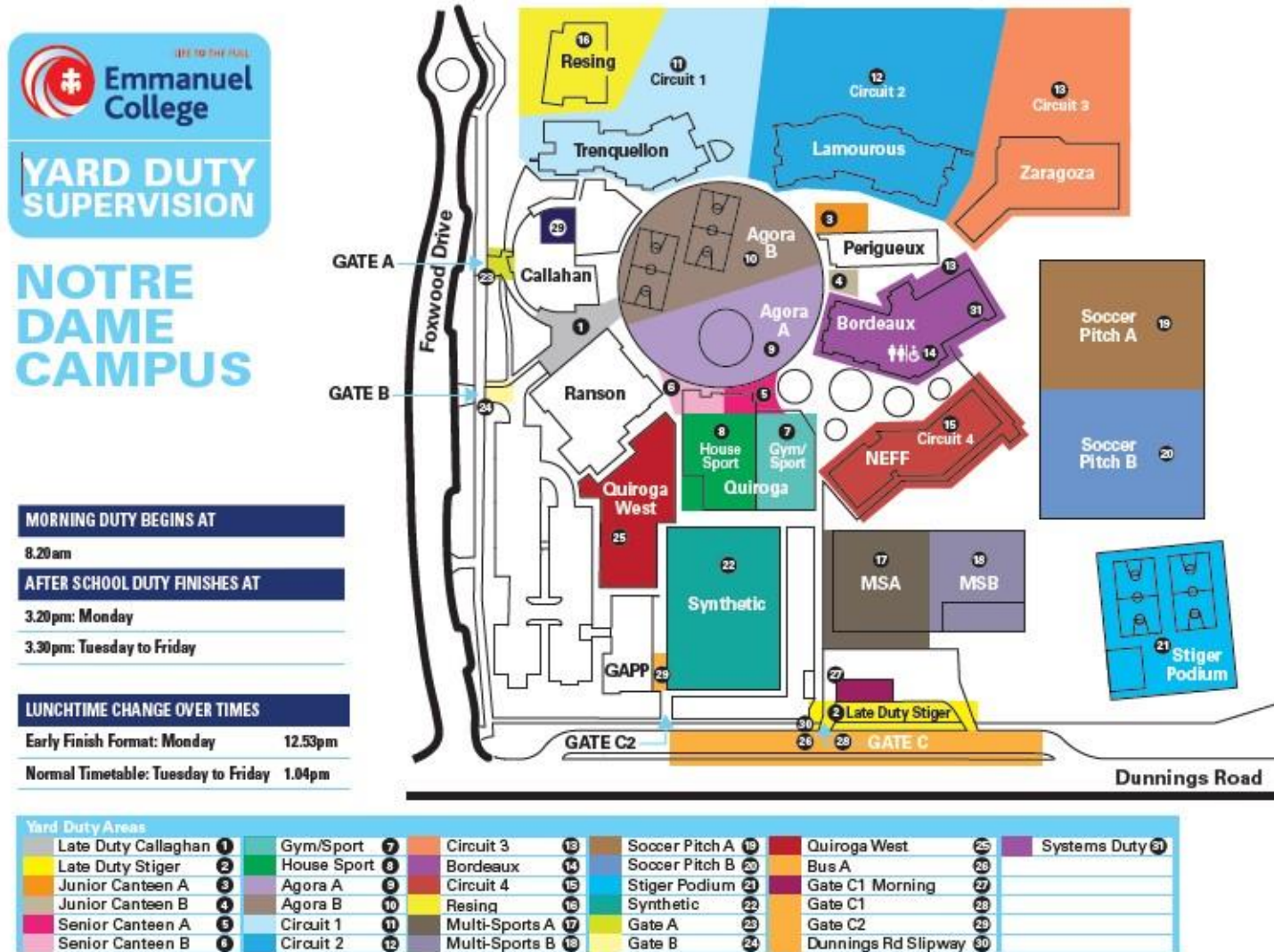
Walkway Area: Stephen Lunardelli
Jubilee: Daniela Bombardieri-Szabo

House Leaders: Room 15 and 17 – Thomas Meegan, Library – Jenny Molloy, Study Hall – Mathew Shiell, Walkway – Nidhi Chhibber/Michael Gray (if not already on duty) Campus Organiser to check if House Leaders are available.

Clean-up of all these rooms will be supervised by the duty staff in the last 5 minutes of the lunch break.

Inclement Weather – may include extreme heat, smoke or other hazardous conditions that may impact on student/staff wellbeing. In such situations a decision will be made by the College Organiser to allow restricted activities and or supervised indoor access as appropriate.

3A NDC Yard Duty Map



ROSTERED SUPERVISION DUTIES - Notre Dame Campus

Teachers are rostered to perform certain supervisory duties, as part of their workload, at recess, lunch and after school.

We have a legal responsibility to ensure that students are adequately supervised at all times when they are under our care, so it is imperative that we have staff evenly distributed and supervising all areas of the yard whenever students are out of the classroom.

Each staff member will be allocated six supervisory duties and in so doing consideration will be given to their teaching loads either side of the break.

It is of paramount importance that teachers be punctual in arriving to start their supervision. They must also be able to stay until the end of their allocated time and direct the girls/boys back into class where necessary.

When doing yard duty teachers are asked to:

- Arrive before the scheduled start time, to be there to greet the girls/boys as they come into the area.
- Actively patrol the allocated area
- Be prepared to correct when necessary. Often a quiet timely word can prevent further problems from arising
- Be vigilant in the exercise of 'due care.' Do not allow unduly rough play, unacceptable behaviour or games.
- Ask students to clean up their areas
- Not stand in the one place or chat with other teachers. You cannot supervise your area from one spot.
- Wait until your relieving teacher arrives.
- If an incident develops or teachers are concerned that an incident will develop, they are to call the Front Office who will arrange assistance and support.
- Students from other schools are not allowed on campus. If student from other schools are present, staff may inform them they are not allowed on campus. Staff should remain in areas close to cameras and call the Front Office if assistance is required.

Finally, this level of vigilance and control does not preclude the partaking in informal conversation with students, which can turn a duty into an enjoyable time rather than a tedious one, and can help further fruitful relationships.

All duty teachers are to wear a high visibility vest.

Ensuring safe, supervised areas

- Duty supervisors monitor the safety of the supervision area and address any hazards identified. The Leader of Campus should be notified of any follow up works required.
- **Vigorous physical games** – Vigorous games, such as non-endorsed football matches, are not allowed due to the danger of injury involved. Where such games occur the supervisor should request students to stop the activity and report the practice to the Leader of Campus for followup on other days. The supervisor should use professional judgement with regards to such issues in assessing whether student health and safety is at risk.

Yard Duty: Areas of Responsibility

Please wear a coloured vest when on yard duty.

The NOTRE DAME yard duty areas are;

- 1) **Late Duty Callaghan (8.45 - 9.05am):** This duty requires staff to be stationed **near the Callaghan Building** to ensure that late students sign in.
- 2) **Late Duty Stiger (8.45 - 9.05am):** This duty requires staff to be stationed at **Gate C** to ensure that late students sign in using the iPad obtained from the Sport Office.
- 3) **Junior Canteen A (Recess, Lunch A and Lunch B):** This duty requires staff to ensure that the students line up in an orderly fashion and maintain appropriate behaviour while waiting in the Canteen area. This staff member also needs to supervise all undercover areas in the proximity of the Canteen and try to keep them clean. This staff member is to arrive for duty before the bell sounds.
- 4) **Junior Canteen B (Recess and Lunch A):** This duty requires staff to ensure that the students line up in an orderly fashion and maintain appropriate behaviour while waiting in the Canteen area. This staff member also needs to supervise all undercover areas in the proximity of the Canteen and try to keep them clean.
- 5) **Senior Canteen A (Recess, Lunch A and Lunch B):** This duty requires staff to ensure that the students line up in an orderly fashion and maintain appropriate behaviour while waiting in the Canteen area. This staff member also needs to supervise all undercover areas in the proximity of the Canteen and try to keep them clean. This staff member is to arrive for duty before the bell sounds.
- 6) **Senior Canteen B (Recess and Lunch A):** This duty requires staff to ensure that the students line up in an orderly fashion and maintain appropriate behaviour while waiting in the Canteen area. This staff member also needs to supervise all undercover areas in the proximity of the Canteen and try to keep them clean.
- 7) **Gym/Sport:** This duty involves giving out sports equipment to students in the first ten minutes of lunchtime and receiving returned sports equipment in the last ten minutes of lunchtime.
- 8) **House Sport (One lunchtime per week – Lunch A and Lunch B):** This duty person will oversee/supervise the running of House Sport activities in the Quiroga Hall
- 9) **Agora A (Before School, Recess, Lunch A and Lunch B):** This duty requires staff to supervise the area of the Agora in front of the Hall and Canteen and the west side of Bordeaux. In the 'before school' duty, this supervision also includes the Agora B area. On days of EXTREME WEATHER this supervision will convert to supervision of the Lamourous Learning Street.
- 10) **Agora B (Recess, Lunch A and Lunch B):** This duty requires staff to circle the artificial turf section of the Agora, the front of the Ranson Building and the synthetic area in front of the Student Services entrance. Staff are to make sure that students are not eating on the artificial surfaces and that students are playing games in a safe manner.
- 11) **Circuit 1 (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the area formed by looping around the Trenquellon building. This includes monitoring activity around the entrances to the Boys and Girls Junior Toilets. The grass area to the west of the Trenquellon Building is an out of bounds area. On days of EXTREME WEATHER this supervision will convert to a LIBRARY supervision.
- 12) **Circuit 2 (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the area formed by looping around the Lamourous building. The area to north of the building (Inverloch

Drive end) is a student out-of-bounds areas unless students are moving towards their lockers in the Resing Building.

- 13) **Circuit 3 (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the area formed by looping around the Zaragoza building. The areas to the east (Palmer's Road end) and north (Inverloch Drive end) are student out-of-bounds areas.
- 14) **Toilets (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the entrances to the student toilets found in the Perigueux (male) and Bordeaux (female) Buildings.
- 15) **Circuit 4 (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the area formed in between the Bordeaux and Neff Buildings. On days of EXTREME WEATHER this supervision will convert to supervision of the Lamourous Learning Street.
- 16) **Arts Building (Recess, Lunch A and Lunch B):** This duty requires staff to ensure that students are not present in the Arts Building and then circle the building. Also keep an eye on the north side of the Trenquellleon Building and the Year 7 Girls Toilets.
- 17) **Multi-Sports A [MSA] (Recess, Lunch A and Lunch B):** This duty involves making a circuit of the Multi-Sports Area including western basketball court and the bike racks. Ensure that students are not in the bike area.
- 18) **Multi-Sports B [MSB] (Recess, Lunch A and Lunch B):** This duty involves making a circuit of the Multi-Sports Area in between the Soccer Pitch and the eastern basketball court. This included the Futsal court and the grassed area next to the Soccer Pitch. Year 10 students have use of the Futsal Court on Monday, Wednesday and Friday and Year 11 and 12 students on Tuesday and Thursday.
- 19) **Soccer Pitch A (Recess, Lunch A and Lunch B):** This duty requires staff to actively supervise the northern or Inverloch Drive side of the Soccer Pitch as well as the areas surrounding the Pitch. The areas around the Pitch are out of bounds areas and students are not permitted to sit there. At Recess, the staff member is to supervise the whole Soccer Pitch area and prevent students being on the Stiger Podium.
- 20) **Soccer Pitch B (Recess, Lunch A and Lunch B):** This duty requires staff to actively supervise the southern or Dunning's Road side of the Soccer Pitch as well as the areas surrounding the Pitch. The areas around the Pitch are out of bounds areas and students are not permitted to sit there. They are also not permitted to sit in the soccer shelters.
- 21) **Stiger Podium (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the Bill Stiger Podium and student movement onto and off this area.
- 22) **Synthetic (Recess, Lunch A and Lunch B):** This duty requires staff to supervise the synthetic area to the south (Dunning's Road end) of the Quiroga Hall. Also supervise the VCAL/VET students in this area and move off the Synthetic, students who are not playing a game/sport. Move students away from the bus shelter area.
- 23) **Gate A (After School Monday until 3.20pm/Tuesday to Friday until 3.30pm):** This duty requires staff to supervise the area in front of the gate leading to the Front Office, ensuring that students are in correct College uniform and depart in an orderly manner.
- 24) **Gate B (After School Monday until 3.20pm/Tuesday to Friday until 3.30pm):** This duty requires staff to supervise the area in front of the car park entry gate, ensuring that students are in correct College uniform and arriving/departing in an orderly manner.
- 25) **Quiroga West (Recess, Lunch A, Lunch B):** This duty involves patrolling the south side of the Ranson Building and the west side of Quiroga Hall. Students are permitted to sit on the

west side of Quiroga. On Early Leave days, the teacher on Lunch A will also supervise students leaving the school through the main gate for the first ten minutes of lunchtime.

- 26) **Bus A (After School Monday until 3.20pm/Tuesday to Friday until 3.30pm):** This duty involves supervising the safe boarding of the buses, checking that all seats are occupied by students and giving the direction for the buses to leave at 3.25pm. **As the buses are leaving, the teacher is to patrol the exit gate to ensure pedestrian safety.** Once the last bus leaves, the teacher is to lock the exit gate.
 - 27) **Gate C Morning:** This duty will involve moving between the Multi Sports area and the Dunnings Road entry gate, supervising students as they enter the College and supervising bike riders as they park their bikes. It also involves ensuring that bike riders are walking their bike into the school grounds and that students are not stopping to play ball games on the Multi Sports area.
 - 28) **Gate C 1 and 2 After School After School Monday until 3.20pm/Tuesday to Friday until 3.30pm):** This duty involves standing at the gate and supervising students as they leave the school grounds. In particular control the movement of students as they turn right from the gate to walk across the driveway. Staff are to ask students to wait if cars are entering or exiting the school grounds.
 - 29) **Gate C2:** This duty involves opening the gate next to the Gapp Building at the start of the duty and then supervising students at the bike racks and directing them to use this exit gate. Once the final Charter Bus has departed, this duty teacher is to re-lock this gate.
 - 30) **Dunnings Road Slipway Afternoon (After School Monday until 3.20pm/Tuesday to Friday until 3.30pm):** This duty will ensure that students do not cross the road directly in front of the school but move away from the school grounds along the footpath. This staff member will also assist the Gate C person to monitor car and student traffic into and out of the Gate C Driveway and ask students to wait when necessary. This staff member will lock the Dunnings Road pedestrian gate at the end of the duty.
 - 31) **Systems Duty (First half of lunchtime):** This duty involves supervising students on a 'Systems' in Study Hall.
- **MORNING DUTY BEGINS AT 8.20am**
 - **AFTER SCHOOL DUTY FINISHES AT 3.20pm on Monday and 3.30pm on TuesdayFriday**
 - **LUNCHTIME CHANGE OVER TIMES**
 - Early Finish Format - Monday 12.53pm
 - Normal Timetable – Tuesday to Friday: 1.07pm

Protocol for Teacher Non-attendance at duty

Canteen Duty

- If after five minutes after the bell has sounded one or both duty teachers have not arrived, the Canteen manager will phone the receptionist.
- The receptionist will contact the staff study area and inform the rostered teacher that they are required for duty.
- If not successful in contacting the teacher, the receptionist will contact the Daily Organiser. He will cover the duty.

Yard Duty

If you are rostered on the first half of lunch and not relieved by your colleague, ask a student to go to the office to inform the receptionist. Please remain at your duty till you are relieved. Important that you do not leave until replaced.

Wet Weather Timetable

Wet weather days

On wet weather days, yard duty teachers assist in the effective management of students including moving students out of the rain. Yard duty teachers collect an umbrella from the staff lounge prior to going on duty.

In the event of inclement weather, a decision will be made as to whether the wet weather timetable will run. This may involve a full wet weather program, as below or partial, depending on the circumstances and may involve a change of venues depending on availability.

NDC

1. On days of extreme weather conditions, the DP Student Wellbeing, Head of Campus Organisation or Pastoral Leader may call an 'Extreme Weather Day'.
2. On days deemed to be 'Extreme Weather Days' for the purposes of yard duty students will be advised over the public address system that they will be allowed to sit in the Bordeaux Open Space and/or Lamourous Learning Street.
3. On these days, the Synthetic Surface will be out of bounds for students.
4. Yard Duty alterations to supervise students will be as follows;
 - Bordeaux Open Space– staff who normally would supervise the Synthetic Surface and Canteen B
 - Lamourous Learning Street – staff who would normally supervise LSC and Agora A
 - Library – staff who would normally supervise Circuit 1/2
5. All other supervision duties will operate as normal.

4. Before and after school supervision

- 4.1. Principals must ensure supervision is provided for a minimum of ten minutes before and after school.
- 4.2. Through the document the following items are documented:
 - 4.2.1. the time the school grounds will be open and be supervised
 - 4.2.2. areas that will be supervised
 - 4.2.3. time supervision will conclude at the end of the day
 - 4.2.4. process for students who are still on the premises at the conclusion of supervision
 - 4.2.5. arrangements for before or after school activities (e.g., sport, music, etc)
 - 4.2.6. how parents are made aware of before and after school supervision procedures

Arrival and Departure – Teacher Supervision responsibilities

Some students are very early arrivals on the College ground each day. The school day for teaching staff begins at 8.30am and general supervision of students in the yard, by allocated staff, begins at 8.20am. The school day for students begins at 8.40am. Similarly the school day concludes at 3.00pm on Monday and 3.10pm Tuesday to Friday and general supervision of students is not provided after this time. The departure of students is supervised by allocated staff.

Student Entry To The College Prior To The Commencement Of School.

St Paul's Campus

Students enter the College directly on arrival. They do not congregate outside the front gate, on the driveway or in the car park area. The College is supervised from 8.20am for students arriving prior to the first bell at 8.40am.

Students enter the main building when the 8.40 am bell sounds.

Notre Dame Campus

Students enter the College directly on arrival. They do not congregate outside the front gate, on the driveway or in the car park area. The agora area is supervised from 8.20am for students arriving prior to the first bell at 8.40am.

Students enter classrooms when the 8.40 am bell sounds.

After School Activities

Students who remain on campus after school for any activity are required to have a signed permission form. e.g. Homework club, sports training, tutoring, music etc.

Teachers must notify Student Services of any after school activities they will then create a form which will be available at Student Services for students to collect. Only students who have accepted on Operoo will be able to attend the activity.

Teachers who are organising such activities are responsible for ensuring that Operoo incursion applications are submitted to the Campus Organisation Team.

5. School entry and exit points

5.1.1. These details have been documented above for both campuses.

5.2. Public transport and transport organised by the College is supervised at the end of day, and morning yard duty supervises within the Yard.

5.3. 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.

5.4. Parents/guardians/carers have primary responsibility of their child/ren's travel to and from school.

6. Offsite activities and excursions

6.1. For all supervision requirements for offsite activities, excursions including local excursions, refer to the [Excursion, Camps and Travel Policy](#) and [School Excursions Procedures](#).

7. Activities involving external providers – onsite

7.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.

7.2. Refer to schools relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.

7.3. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.

7.4. Supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.

- 7.5. 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.
- 7.6. 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.
- 7.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
 - 7.7.1. Refer to [Child Safety and Wellbeing Policy for procedures](#)
- 7.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 7.9. 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.
- 7.10. Refer to [Excursions, Camps and Travel Policy](#) and [Excursions Procedures](#) for details for planning onsite adventure activities. 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. These visitors sign in and are aligned to internal
- 7.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
 - 7.11.1. Visitors sign in using Passtab and are required to show WWCC if engaged in work with students.
- 7.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.
 - 7.12.1. Students take part in vocational learning programs through the local learning network. The arrangement has in place supervision and attendance policies. There are age restrictions of students partaking in these courses given the requirement to travel to alternate venues.

8. 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](#)

Lessons will be provided on the College Learning Management System.

9. Changes to school operating times and alternative programs

Schools are to document the procedures for supervision of students that operate in the school when there are changes to the start and finish times for school.

- 9.1.1. This occurs for Parent Teacher Interviews. Any students who remain onsite can do so, but must sign in and undertake study in the Library.

- 9.2. Notification via email through Student Services are sent by Deputy Principals when there are changes to programs/timetables details regarding supervision of students are clearly communicated to families.

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

Yard Duty Areas Map – see within

Yard Duty Rosters as provided annually

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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