



Supervision of Students - Information for Parents

Rationale

This policy exists to ensure that there is adequate supervision of students within the school environment.

Purpose

- To ensure St Thomas More Catholic Primary School satisfies its duty of care in supervising students.
- To ensure school staff understand their supervision and yard duty responsibilities.

Procedures

Overview

- The Principal is responsible for ensuring that there is a well-organised and responsive system of supervision in place during school hours, before and after (as per the times indicated below), and on excursions and camps.
- This policy applies to all teaching and non-teaching staff at St Thomas More Catholic Primary School, including education support staff, casual relief teachers and visiting teachers.
- School staff are responsible for following reasonable and lawful instructions from the Principal, including instructions to provide supervision of students at specific dates, times and places.

Yard Duty

- A member of the leadership team is responsible for preparing and communicating the yard duty roster on a termly basis.
- School staff must wear a provided safety/hi-vis vest while on yard duty and a school provided sun-safe hat during terms 1 & 4, whilst on yard duty.

Before and After School

- A teacher is on yard duty from 8.30 – 8.45am and 3.25 – 3.45pm. The yard duty teacher supervises all arrivals and dismissals.
- Parents and carers should not allow their children to attend the school outside of these hours.

Yard Duty during School Hours

The following yard duty supervision arrangements are in place at St Thomas More Catholic Primary School.

- All school entry and exit points will be unlocked between 8.30 – 9.00am and 3.15 – 3.45pm.

- The school office will be the only school entry and exit point between 9.00am and 3.15pm.
- Staff members are expected to attend yard duty punctually at the appointed times.
- Supervising teachers cannot leave their yard duty assignment without the arrangement of alternate supervision.
- During yard duty, supervising staff must:
 1. Methodically and actively move around the designated zone.
 2. Intervene immediately if potentially dangerous or inappropriate behaviour is observed.
 3. Ensure that students who require first aid assistance receive it as soon as practicable. Students with injuries that are deemed to be of a serious nature are to be sent to the first aid room.

Classroom

- The classroom teacher is responsible for the supervision of all students in their care during class.
- If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the front office for assistance. The teacher should then wait until another staff member has arrived at the classroom to supervise the class prior to leaving.
- Teachers must supervise their students during a presentation from a guest speaker.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions. Appropriate supervision will be planned for special school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

- On excursions, the school will maintain a minimum adult to student ratio of 1:20, as set out in the Department of Education and Training (DET) guidelines.
- On excursions, teachers will comprise at least half of the staff.
- On camps, the school will maintain a minimum adult to student ration of 1:10, as set out in the DET guidelines.
- On camps, where practicable, there will be a least one staff member of each gender.
- Parents/carers included in the supervision ratio or given supervision roles on camps or excursions must have completed the Volunteer Induction presentation, read and signed a DOBCEL Child Safeguarding Children and Young People Code of Conduct (both found on our school website) and have a current Working with Children Check.

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