



Purpose

These procedures outline the processes in place at Sacred Heart Girls' 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/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.
Classroom rules established by individual teachers should be in line with school rules outlined in the Student Planner. This would include rules relating to the use of mobile phones, headphones and the leaving of class.

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 Sacred Heart Girls' College yard duty roster and Sacred Heart Girls' College 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 are documented in the Yard Duty Pamphlet which can be accessed by all staff via SIMON (LMS). This document also outlines responsibilities in each area and alternate duties for wet/extreme weather.
 - 2.4.2. There are no Out of Bounds areas during recess and lunch however students should not be in classrooms during these times.
 - 2.4.3. When going to the McBride Centre, all students and staff must cross at the pedestrian crossing on Kangaroo Road.

- 2.5. The Yard Duty roster is published in the Staff Room and on SIMON. It will also appear on individual teacher timetables in SIMON.
 - 2.5.1. The Director of Organisation is responsible for maintaining the roster.
 - 2.5.2. The Daily Organiser will arrange replacement yard duty supervisors should the timetabled supervisor be absent or unavailable for their duty on the day.
- 2.6. Responsibilities and duties for supervising teachers
 - 2.6.1. Staff must wear their high visible vest when on yard duty.
 - 2.6.2. Yard duty times are published on the roster and timetable on SIMON. Yard duty occurs before school (from 8.00am), recess, lunch and after school (from 3.05pm).
 - 2.6.3. Staff must not leave their allocated duty area until relieved or all students have been cleared from the area.
 - 2.6.4. If First Aid is required students are taken to Sick Bay for assistance. If a student is unable to walk to the Sick Bay, the yard duty supervisor must send a student to reception for assistance eg wheelchair.
 - 2.6.5. In an emergency, the yard duty supervisor is to contact Front Office or a member of the College Leadership Team via mobile phone or send another staff member or student for help. A critical incident response will then be implemented if required.
 - 2.6.6. Wet/extreme weather procedures will be enacted when appropriate. The variation to yard duties will be as per the yard duty roster. Supervisors will present to their alternate duty location.

3. Before and after school supervision

- 3.1. Principals must ensure Sacred Heart Girls' College supervision is provided for a minimum of ten minutes before and after school.
- 3.2. Students will be supervised on school grounds from 8.00am until 3.30pm.
- 3.3. Upon arrival at school students must go to the Courtyard or Canteen Foyer until 8.15am where they can then go to their Homeroom to unpack and prepare for the day. A staff member will supervise the Courtyard and Lower A space from 8.00am. Year Level Leaders will supervise the Homeroom areas from 8.15am – 8.30am.
- 3.4. After school, students may use the library where they will be supervised until 4.00pm.
- 3.5. Students still awaiting collection by parents/carers after the after school duty has concluded wait inside the school property alongside C1 or in the school foyer.
- 3.6. Students arriving before school or remaining after school for co-curricular or other school activities will be supervised by the organising staff member until the conclusion of that activity.
- 3.7. Information regarding before and after school supervision is communicated to parents via Operoo/Parent Access Module (PAM).

4. School entry and exit points

- 4.1. All students are to enter the College via the Latrobe Street pedestrian gate and the front reception door. A staff member will supervise the entrance of students from 8.15am.
- 4.2. Students may depart the College via the Latrobe Street gate or the Kangaroo Road gate. A staff member will supervise in both locations until 3.30pm or until all students have departed.
- 4.3. Kangaroo Road gate supervision assists crossing supervisors by ensuring that students stop when instructed to do so and approach crossing via crossing points only.
- 4.4. Parents and carers collect students from Latrobe Street and surrounding streets
- 4.5. Students are supported in crossing Kangaroo Road, Haughton Road and Warrigal Road by council crossing supervisors allowing safe access to Oakleigh railway station and bus hub.
- 4.6. The College is not obliged to supervise students using public transport outside school hours, but it is expected that students will adhere to the Student Code of Conduct while waiting at public transport stops and on public transport.

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

5. Offsite activities and excursions

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

6. Activities involving external providers – onsite

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

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

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

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

6.5. 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.

6.6. 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.

6.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.

6.7.1. Refer to [Child Safety and Wellbeing Policy](#) for procedures – link here

6.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.

6.9. 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.

6.10. 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.

6.11. 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. For example: music lessons, National Disability Insurance Scheme (NDIS) providers.

6.11.1. All visitors and volunteers are to have a current Working With Children Check card, sign in at Front Office and to remain with organising teacher/staff member.

6.12. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.

6.12.1. Refer to 6.11.1 with the supervising/organising staff member being the Learning Diversity leader.

6.13. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.

6.13.1. Students enrolled in VET classes sign out at Front Office prior to exiting school at agreed time. Pathways Leader oversees VET program.

7. 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](#)

Students engage in home-based learning as nominated by the College (for example: Learning Conversation days) and access learning materials via MS Teams, MS One Note or SIMON (LMS). Student attendance is completed via MS Forms by Homeroom teacher.

8. Changes to school operating times and alternative programs

- 8.1. All changes to operating times will be considered in accordance with the timetable and the yard duty roster will be adjusted accordingly.
- 8.2. During exam periods, students in Years 10-12 attend only for their scheduled exam.
- 8.3. Parents/carers are informed of amended start or finish times via Operoo consent letters, College website calendar and Parent Access Module notices.
- 8.4. Students in Years 11 and 12 may exit the school at lunchtime if they have a Period 5 study period. Parent/carer consent is sought via Operoo consent letter at the start of the school year.

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

Appendix 1 – Yard Duty Areas and Responsibilities

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

Approving authority	Director, Learning and Regional Services
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Major review by	March 2025
Publication details	CEVN

Appendix 1 – Yard Duty Areas and Responsibilities

Yard Duty Descriptions

A - Morning Duty

This is the early morning duty from 8.00 to 8.20am

Students at school before 8.15am should be either in Lower A and D or the courtyard and not in the classrooms. Move between A & D foyers.

B and K - Front Foyer

Front Foyer Duty. In the morning from 8.15 to 8.40am If students arrive after 8.30am direct them to sign in at reception.

In the afternoon, 3.05 to 3.25pm, ensure safe orderly departure.

C - Canteen

Students line up QUIETLY back from the counter. There are 2 lines. Individual students step up to the counter to be served, NOT groups.

Remove students not buying from the foyer. If there are no students at canteen assist outside in

E, F and G - Courtyard and Basketball Crts

ACTIVE supervision of the courtyard or court. Students are not permitted Hall.

Direct students to clean yard and move to classrooms 5 minutes prior to end of lunch and recess

H - Sweeper

Move through the Year 7, 8, 9 corridors. Also check the Science corridor, balcony and the Fourviere Building, (including stairwells). General rule, if students are unsupervised then they must be outside. Assist in courtyard.

I - Sweeper plus boundary



Move through the Year 10, 11 and 12 corridors. Also check Lower A and the outside 'Yr11' boundary. General rule, if Yr 10 and 11 students are unsupervised then they must be outside. Direct students to clean yard and move to classrooms 5 minutes prior to end of lunch and recess.

L - Kangaroo Rd

Stand at the crossing rather than the gate. Ensure students are not on their phones and are listening to instructions from crossing supervisor. Help crossing process by moving students closer to the crossing.

M

Emergency duties will be listed daily with daily extras.

Code	Yard Duty Area Names	WET WEATHER - Equivalent
A	8.00am Lower A & D + Courtyard	
B	8.15am Front Foyer	
C	Canteen Foyer	Canteen 
E	Courtyard A	Upper E - Year 9 and Science corridor
F	Courtyard B	Middle D and E - Year 7 and 8 Area
G	Basketball Court + stairs 	Year 7 Corridor and Fourviere Building
H	DEF Sweeper + Courtyard	Lower A and C with Year 10 and 11
I	Yr11 Boundary + Sweeper A&C	Upper A and C with Year 12
K	PM Dismissal Front Foyer	
L	Kangaroo Rd gate	
M	Emergency	