

# SIENA COLLEGE CAMBERWELL SUPERVISION POLICY





SIENNA  
COLLEGE

- Teachers are expected to follow the yard duty roster
- Teachers rostered for duty must attend the designated area at the time indicated on the roster as per any revised bell times communicated to staff by the Director of Operations
- Teachers on duty must remain in the designated area until the bell signals the end of the break period or until replaced by the relieving teacher, whichever is applicable
- The handing over of duty from one teacher to another must be quite definite and must occur in the area of designated duty. Where a relieving teacher does not arrive for duty, the teacher currently on duty must send a message to the office, and not leave the area until replaced
- No changes to the yard duty roster are to be made without the approval of the Director of Operations. If a teacher rostered for duty is absent due to another activity, the Director of Operations
- Teachers on duty must be alert and vigilant. Teachers must intervene immediately if potentially dangerous behaviour is observed in the College grounds and enforce school behaviour standards and Child Safe Standards
- Teachers on yard duty must be continually moving around the designated area
- Tram duty brings an extra expectation of supervision:
  - Teachers must direct students to cross the road only when it is safe to do so AND the green walk sign is displayed
  - the tram and be mindful of traffic around the boarding points

The following are requirements for offsite activities including activities, camps, and excursions:

- For each offsite activity, there is a designated teacher-in charge
- All teachers and assistants must defer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern
- All teachers are responsible for all the students in the activity
- Helpers in specialist activities, e.g. white water rafting are there to support the teacher-in-charge in making crucial safety decisions for the group
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students
- Teachers need to use a method of accounting for all students at any given point during the activity
- If students need to use public toilets, they should be accompanied to the toilet block by an adult to monitor their safety at all times
- Details of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and submitted on EMS, for approval, prior to the activity. This must include a risk assessment for the proposed activity, including the consideration of bushfire
- Any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC)

The following are requirements for activities involving external providers, either onsite at the College or offsite:

- The College is responsible for students at all times, and this responsibility cannot be delegated to others.
- The classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- 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, camp activities, guest speaker onsite.
- External providers are required
- External Providers must have a WWCC. The WWCC Number must be recorded by main reception.

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