

SIENA COLLEGE CAMBERWELL SUPERVISION POLICY



POLICY TITLE: SUPERVISION POLICY

DEVELOPED / REVIEWED BY

Deputy Principal Wellbeing and Strategy
Director of Operations
Human Resources Manager
Siena College Policy Committee
MACS (Melbourne Archdiocese Catholic Schools)

REVIEW SUMMARY

The Dominican Ideals are a commitment to truth explored in dialogue, a vibrant preaching of the Gospel, a critical appreciation of culture and cultures, and a love of the beautiful. Our goal in each of our Educational Ministries is to foster these

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- Cultural and/or linguistic background
- Known behavioural characteristics
- The nature of the activities being undertaken and their corresponding hazards

The College will ensure adequate first aid facilities are available with regard to the nature of the activities being undertaken.

Accidents and incidents will be dealt with promptly through appropriate treatment and/or intervention.

Accidents and incidents will be recorded in the Accident and Incident Register as well as follow up and remedial actions undertaken as appropriate to the situation and in accordance with relevant policies.

This policy will be implemented through a combination of:

- Staff training
- Effective communication and incident notification procedures
- Effective record keeping procedures
- Initiation of corrective actions where necessary

PROCEDURES

The following procedures will be followed for indoor and outdoor activities at the College:

- Teachers are responsible for supervising the students in their class at all times while they are in charge of their class
- Students will 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 routine
- Adequate age-appropriate supervision in class, including consideration of the nature of the activities being undertaken to ensure proper use of plant and equipment, proper handling of any hazardous substances and use of relevant protective equipment
- If teachers need to leave their class for any reason, they must ensure that their class is being supervised by another authorised teacher
- Education support officers, trainee teachers or visiting teachers are not authorised to supervise

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- 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,

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