



Our Lady of Lourdes, Baulkham Hills

SUPERVISION, STUDENT

WELL-BEING POLICY

PURPOSE

In line with the CSPD's Child Protective Behaviours Policy, our school's Duty of Care Policy is designed to heighten teachers' awareness of potential issues regarding the duty of care of the children in our school.

BROAD GUIDELINES

1. CHILDREN IN CLASS ALONE

- 1.1 Teachers are to instruct all children not to enter a classroom that is unattended by another teacher
- 1.2 Teachers are not to send children to empty classrooms to retrieve keys, books etc
- 1.3 Teachers are not to allow children to remain in a classroom to clean up or pack up after the teacher has left the classroom
- 1.4 If teachers need to leave a classroom for any reason, please use the next door 'buddy' system and have a teacher stand in the doorway between two classes or alternatively, send to the office for assistance
- 1.5 Teachers on RFF duty are to supervise children when returning them back to class or wait for the teacher to pick them up
- 1.6 RFF teachers are responsible for supervising children when they swap classes from Music to PE
- 1.7 Teachers are to unlock rooms for use and lock them when not in use

2. CHILDREN PLACED IN DANGEROUS SITUATIONS

- 2.1 Teachers are not to stand children outside a classroom/hall etc. out of sight for disciplinary reasons
- 2.2 Teachers are not to send children to the sports shed unsupervised
- 2.3 Children are not to enter the sport shed at any time
- 2.5 Children are only to use sports equipment suited to their level of ability
- 2.6 Teachers are not to allow children to carry knives from the staffroom or bring knives to school, e.g. for the purpose of cutting a cake
- 2.7 Teachers are not to ask children to carry heavy equipment beyond their capability
- 2.8 Teachers are not to ask children to carry expensive audio-visual equipment
- 2.9 Teachers are not allowed to let children leave the school grounds for any reason.

3. TAKING CHILDREN TO THE OVAL

- 3.1 Children are to be lined up in an orderly fashion before leaving the school grounds
- 3.2 Children are not to talk or eat when they cross Windsor Road but should be listening to teachers' instructions
- 3.3 Teachers are to take a mobile phone to the oval along with a first aid kit.

4. TEACHERS ON PLAYGROUND DUTY -Supervision

- 4.1 Duty rosters are given to the teachers at the beginning of each term and are to be displayed in all classrooms, staffroom and offices.

- 4.2 Teachers are to be on duty at the correct time with the first aid bag and hi-vis duty vest
- 4.3 Teachers are to remain diligent in their supervision of children during the time they are on duty. They must move around and be within visual contact with students.
- 4.4 Teachers are responsible for getting the children to clean their playground.
- 4.5 Teachers are to treat any minor injuries on the playground otherwise they are to be sent to the First Aid Officer-School Secretary for treatment and assessment of the injury.
- 4.6 Head injuries are to be dealt with by the First Aid Officer.
- 4.7 If the First Aid Officer is concerned about any injury it is to be reported to the principal.

5. CARRYING HOT DRINKS TO THE PLAYGROUND

- 5.1 Teachers are not to take hot drinks with them when they go out on duty or to line-up.
- 5.2 Teachers are not to take hot drinks back to their classroom when they return to teach children.
- 5.3 Please refer relief teachers to the sign on the hot water system in the staffroom

6. HELPERS AND VISITORS AT SCHOOL

- 6.1 All parent helpers and visitors are to sign in at the office and wear a visitor badge before moving around the school or working with children
- 6.2 All contractors and visitors are to have completed a Working With Children Check Declaration (WWCC).
- 6.3 Helpers should work in a visible place
- 6.4 Only parents and helpers who have completed the CEDP Building Child Safe Communities online module (every 2 years) and complete the Volunteers Form are to be considered for helping at school or on school excursions.
- 6.5 All excursion notes will provide parents with an opportunity to state whether they have completed a Working With Children Check Declaration (WWCC) as well as the CEDP Building Child Safe Communities online module (every 2 years) and Volunteers Form.

7. Dismissal Procedures

After the 3:10 bell:

- 7.1 Children catching a bus or walking across Windsor Road or Oakland Avenue will meet at the silver seats in the lower playground or if raining, in the undercover area near canteen area.
- 7.2 The teacher on bus duty and an executive member walk children across the road and return by 3:45pm, even though some children will remain at the bus stop unsupervised
- 7.3 Children walking home will be dismissed from their classroom.
- 7.4 Children going home with parents will be collected from the classroom.
- 7.5 Children going to After School Care will be sent to the Parish hall at 3:10pm.

8. Opening School and Gates

- 8.1 The first teacher to arrive unlocks the staffroom and deactivates the alarm. The last teacher to leave activates the alarm.
- 8.2 The class teachers, executive teachers and office staff unlock their own working areas and lock them at the end of the day.
- 8.3 The Canyon Road gates will be opened each morning for student entry by the teacher on duty at 8:30 am and locked by the last to leave in the afternoon.
- 8.4 The teacher on 8:30am duty will unlock the toilets
- 8.5 The Oakland Avenue gates will be opened 3:10pm by a member of the school leadership team and locked in the afternoon by the last person to complete bus duty.

9. CHILDREN ON PREMISES BEFORE 8.30 am.

9.1 Parents are to be reminded that supervision begins at 8.30 am and children should not be on the premises before this time. This can be done at Parent- Teacher Information nights and each term in the newsletter.

BASIS OF DISCRETION

Teachers are encouraged to talk to any staff member about breaches of the above guidelines when and where they happen. Continual breaking of any of the above rules should be brought to the attention of the School Leadership Team. It is the ultimate responsibility of the Principal to speak to teachers about their responsibilities regarding the duty of care of children in our school. Incidents of direct and deliberate violation of the above guidelines may result in the notification of the CSPD.