



Staff Supervision – Yard & On-site Activities Policy St Pius X High School, Adamstown

Staff Supervision requires:

- ◆ **Punctuality**
- ◆ **Active Monitoring** of student activities
- ◆ Being **Assertive** with students

Supervision is part of our 'duty of care' and failure to be present during our rostered times for supervision can have significant legal implications if a student is harmed or injured.

If You Can't Be Present there are two options:

1. Swap your time with someone else
2. Notify the Dean of Students or Dean of Studies when a swap is not possible or practicable so that a replacement can be made

Expectations of Students:

1. Cleanliness of the area around where students sit is their responsibility.
2. Students are not permitted in the Canteen.
3. During wet weather students should be either under the shelters available, or they can use the lower balconies or the area behind the Theatre in the Factory Wing if this is open & supervised.
4. Student activities should not impact on the safety or convenience of others or themselves.

Expectations of Supervisors:

1. Checking the toilets from time to time. You may prefer to do this in pairs.
2. Expecting and reminding students to maintain a clean area around their table.
3. Ensuring courteous behaviour at the Canteen.
4. Assessing yard cleanliness. If a general clean-up is needed, bring it to the attention of the Dean of Students in time for a clean-up to be arranged.
5. Direct students in cleaning up their area when the warning bell sounds.
6. Ensure that students remain on site and in the allowed areas.
7. Ensure that **only** Basketball is played on the Basketball courts.

Follow Up:

If students are unable to behave in an appropriate and cooperative way, then the normal disciplinary procedures will apply.

1. The supervisor deals with the breach in the first instance and reminds the student of expectations.
2. Notify the House Coordinator of persistent or serious failures in the area of expectations. This is likely to lead to detention.
3. Students causing serious trouble on the Yard can be sent to the Administration office to report to the Duty Coordinator (if at lunchtime) or to wait for the Dean of Students (all other times).
4. If there are further breaches, parents or guardians are contacted to discuss the options which can include conditions for continued enrolment.

****Be Punctual, Be Vigilant****

See over page for Supervision of Students involved in on-site activities.

Supervision of Students Involved in On-site Activities

Staff who are required to supervise students during on-site activities (eg PE lessons) must follow the guidelines below:

1. Carry out a risk assessment of the activity prior to running the activity to ensure that foreseeable risks are identified and eliminated or minimised.
2. Have mobile phone access in case of the need to contact Student Services for medical or other assistance.
3. Be aware of the nearest classroom to access in case of a lock-down occurring during the activity and have keys with you to enable access to the room.
4. Allocate a safe place for student belongings (eg bags) that is in clear view for the duration of the activity.
5. Brief the students before beginning the activity on the expectations & rules for the activity as well as on any appropriate safety requirements.
6. Actively supervise the activity by being present, observant and clearly in-charge of the activity at all times.
7. Ensure the safety of students at all times.
8. Ensure ample time is allowed at the end of the activity to enable students to get to their next lesson or break on time.
9. Ensure the area being used is left in a tidy condition at the end of the activity and that all equipment is returned to its appropriate storage location.