

Supervision

St Francis Xavier Catholic School manages the supervision of students appropriately to ensure that there is adequate supervision of students. *St Francis Xavier Catholic School* follows the BCE information on supervision of student's procedure and has appropriate supervision ratios to ensure the safety of students and prevent unsupervised access to children.

St Francis Xavier School has a duty of care to provide students with adequate supervision by a registered teacher. This includes:

- Exercising appropriate supervision of students at all times.
- Assessing the risks of any activity and taking preventative measures to remove or minimise foreseeable risks
- Providing appropriate medical assistance to students or seeking assistance from a medically trained person to care for the student who is injured or ill.
- Taking all reasonable care in planning and conducting activities.

The school advises parents and guardians via the parent portal, school website and school newsletter, of the school's hours of supervision, recognising that a duty of care exists as soon as students are on the school grounds.

The school's duty of care legal responsibilities for excursions includes:

- Ensuring parents and guardians of students traveling have completed a consent form, which includes permission for the school to call a doctor to treat an injured student.
- Informing parents and guardians of travel plans including activities, transportation, supervision departure and return dates.

The degree of supervision required is to be determined carefully by School Leadership and the Teacher, with consideration given to student age and type of activity.

Playground Supervision

Supervision is rostered using qualified staff in areas that are identified for different year levels. Staff are trained annually about their duty of care in play situations, and this is monitored by the school leadership team. Before school duty is from 8.20-8.40am, 2 teachers are rostered to supervise the children who remain in the quad area until the music plays.

Adequate staff are allocated to supervise the playground at each break – 9 staff are on duty at morning tea and 15 supervise at lunchtime. The library is open and supervised at each main lunch break. There are 2 staff on duty after school in the circular drive and one on portico duty.

These duties are revised regularly the last time being on 27th March 2021. The Duty Roster is emailed to all staff. There is a copy in the Administration area and on the school portal. There is no change over of staff during any breaks.

Wet Weather Supervision:

- An announcement will be made to call a wet lunch.
- Students are to eat in their classroom area.
- Students to ask to go to the toilet and go in minimum of pairs.
- Teachers will partner with another to allow each other to have a 15 minute break.
- Leadership Team and Specialist Teachers are rostered on to cover classes also.
- Specialists not on the roster to check in with APA or front office for an area to cover.
- School Officers to assist in the year level that they work in ensuring that they also have a break.
- Prep – normal arrangements - all eat together - all teachers on duty that break to supervise. Second Break - Prep Gold and Prep Green come to the Prep Gold room. Prep Red and Prep Blue go to the Prep Red room. The teacher on duty goes to one room and one of the other Prep teachers help to supervise the other room. The two SO who are on the duty roster come to help supervise.

Drop Off and Collection of Children

Students can be picked up at either the drop off zone or in the Quad area within the school. Older children may walk or ride home. Supervision in the morning commences at 8:20am in the Quad. Supervision in the afternoon continues to 3:30pm in the Pick up area. Children can be booked into Outside School Hours Care for before or after school.

School begins at 8.40am. This is the official school starting time.

If your child arrives at school before this time please follow the procedures below:-

Before 8.30am all children must go to the quad area (area between the Ignatius (yrs 3,4) and Edmund Rice Building (Yr6 and Resource Centre) undercover.

NO CHILDREN SHOULD BE WAITING IN ANY OTHER AREAS OF THE SCHOOL

We also ask that ALL children who are at school before 8.30am MUST be in the QUAD area closest to the main office building. They should be seated. (The exception is those at Active Before School Activities)

Children keep their school bags with them and at 8.30, when the first bell goes they move to their classrooms. Again, this is FOR ALL CHILDREN'S SAFETY.

8.20am before school duty begins. Two teachers in the quad area supervise children.

8.30am Teacher may open classroom door. If the door is open the students may enter the classroom.

If the classroom door is closed. The student places their school bag on the racks outside their room and then moves to either the grassed area between the

Year One and Year Three classrooms (Prep-Year 3) or the Quad (Years 4-6)

1. There are to be no children running between the buildings (Years 1-3) during this time
2. Years 4-6 are able to play in the Quad during this time under the supervision of the teacher on duty

Between 8.30 and 8.40am there are **NO** GAMES WITH LARGER SPORTING BALLS eg. NETBALLS, FOOTBALLS, BASKETBALLS OR SOCCER BALLS in any area.

3. If you are waiting with your child, we encourage you, to move, with your child to this area to help familiarise them with this procedure.

The music to start the school day is at 8.40am. At this time all children will be either in the classroom or walking directly to the classroom.

After – School Supervision

We have onsite supervision of all students until 3.30pm when we bring any students who haven't been picked up by this time to the office ensuring that they are safely supervised.

Students are supervised in the quad area – near the senior toilets. This is close to our preferred zone for pick up which is the supervised turning circle near the church, within school grounds.

All parents are regularly encouraged to ensure that this is the only place students are waiting after school.

Drive-Thru Drop Off And Pick Up Procedures

Drop Off Procedures

Drop off:

***Enter driveway via Simbai Street in a “zip” fashion, one car from the left one car from the right (alternate entry)

Approach curve, move along (close gaps where possible) as far along as you can go, drop kids off (NO leaving the car, opening boots etc) get kids prepared to leave the car while approaching the curve so the children can just hop and go!. *Leave drive through as soon as you can (NO stopping for any reason other than an emergency). NO STOPPING IN THE DRIVE-THRU FOR COFFEE
NO mobile phones to be used at any time whilst you are dropping off or picking up your children through the drive through.

And NO Turning Right out of the car-park

Pick up:

Enter driveway displaying your child/ren’s names on a computer generated preferred manner on the windscreen (same alternate entry as drop off)

Move along to curved end, close gaps where possible, wait for your children in the car (children to put bags beside them while entering the car to avoid having the Parent/carer leave the car to assist)

Please proceed towards exit as soon as you can to ensure smooth pick up!

NO mobile phones to be used at any time whilst you are dropping off or picking up your children through the drive through.

And NO Turning Right out of the car-park

Procedure Followed in the Event a Child is Not Collected

All children who are not collected from the designated after-school supervised area are taken through to the school office. Parents and emergency contacts are called. Children are supervised in the office until a child’s parents arrive to pick them up. In the unlikely event that a child is not picked up by the school office closing time then students are taken to the OSHC on the school grounds. If parents are still uncontactable after 6pm then the Queensland Police and/or Child Safety are notified

Procedure to be Followed in the Event a Person Responsible for the Collection of a Child is Deemed Unable.

To ensure the safety and welfare of the children at St Francis Xavier School, staff members may need to exercise duty of care in managing situations. Should a staff member reasonably suspect that a parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance he/she will notify the Principal of his/her concerns as soon as possible. If the Principal (or delegate) reasonably suspect that the relevant parent, guardian or person authorised to collect the child is under the immediate influence of alcohol, drug or other substance, **the following steps will be followed:**

- **Ensuring that the child is safe. The student/s will be taken to the office;**
- **If person collecting is not parent/guardian, then contact parent to discuss concerns;**
- **An initial attempt to discuss concerns with parent, guardian or authorised person deemed unable, offering support, calling an alternate pickup person, a taxi or UBER.**
- **If unsuccessful, contact the other parent/guardian or Queensland Police to discuss concerns.**
- **Take student to OSHC until a reasonable solution is arranged**
- **Call Queensland Police if an immediate threat to the welfare and wellbeing of child/ren**