



## 1. Vision

FCJ College is governed by the College Council under the auspices of the FCJ Education Australia. The Society of the Faithful Companions of Jesus (FCJ Society) according to Canon Law is the canonical authority for FCJ education. FCJ College policies and procedures are developed to meet the governance accountabilities of FCJ Education Australia. As a Catholic College in the FCJ tradition, FCJ College is committed to work in solidarity with the Catholic education authority in the Archdiocese of Sandhurst. FCJ College is a Year 7 – 12 Catholic school. The College embodies the charism of Marie Madeleine d'Houët, the founder of the Faithful Companions of Jesus. The College shares with its community a future-oriented and distinctive learning culture guided by reflection, wisdom, and service, empowering children and young people to transform the world with hope and care. Each person's dignity is an essential element in how the College lives out its vision and promotes the safety, wellbeing and inclusion of all children and young people.

## 2. Policy Statement

FCJ College and its staff owe a duty to take such measures as are reasonable in all the circumstances to protect students from risks of harm that reasonably ought to be foreseen. Refer to Student Duty of Care Summary for more detail.

The provision of adequate supervision is fundamental to ensuring that the school meets its duty of care obligations.

FCJ College is committed to providing a safe environment for all our students when they are in the care of the school.

It is our policy that:

Supervision is provided to students having consideration to the degree of care needed for the protection of students and having regard to:

- their age, skill and experience
- any physical and/or intellectual impairments
- existing medical conditions
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

Supervising staff receive first aid training and adequate first aid facilities are available having regard to the nature of the activities being undertaken (refer to First Aid Policy)

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

Material accidents and incidents are recorded and corrective action implemented where required (refer to policies relating to reporting of safety hazards and capturing records of student injuries).

The school has developed the following guidelines with respect to supervision.

### 2.1 Classrooms

- Teachers are responsible for the supervision of their students in their classrooms and in particular should be vigilant to ensure:
- adequate age appropriate supervision having regard to the nature of the activities being undertaken
- proper use of any plant and equipment
- proper handling of any hazardous substances
- proper use of relevant protective equipment.

### 2.2 Playground Supervision

Playgrounds are supervised by staff immediately before and after school, during recess and lunch.

### 2.3 Before & After School Supervision

Whilst the school is committed to ensuring student safety it requires and expects parental co-operation in managing safety issues immediately before and immediately after school.

As a general rule the school provides limited supervision for approximately 30 mins before and after school.

Where school activities (such as sport) are arranged before or after school appropriate supervision will be provided for attending students depending on the time and location of the activity.

Parents are informed of supervision arrangements and are made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

## **3. Implementation**

This policy is implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

#### 4. Discipline for Breach of Policy

Where a staff member breaches this policy the school may take disciplinary action, including in the case of serious breaches, summary dismissal.

Responsible Officer	Principal
Approving Body	FCJ Executive Committee
Approval Date	July 2023
Risk Rating	High
Date of Next Review	June 2024