



## ‘Truth and Courage’

Inspired by the legacy of our Patron St Francis Xavier captured in the words ***“What more can I be or do for Christ”***, the Vision of the College is to provide our staff, students and their families with a rich experience of a Catholic learning community and encounter with Jesus. It is this encounter with Jesus that calls us to a spirit of evangelisation through education.

### Student Supervision

St Francis Xavier College adheres to the attached CACG Child Safety Policy which can be accessed via the following link.

#### [Child Safety Policy](#)

The implementation of **CACG Child Safety Policy** at College level is contained within our **Statement of Practice** which has been endorsed by the Executive and Community Council of the College.

St Francis Xavier College staff have a legal obligation to take reasonable care for the safety of students. Supervision of students applies during a regular timetabled day from 8.10am until 3.30pm. Supervision is also provided at College events that may occur outside of these hours, as well as while students are using the school’s online facilities and networks.

Arrangements are discussed with all teaching and relief staff, including new staff to the College throughout the year so that all teachers are aware of the arrangements and their duty of care obligations while supervising students.

### Procedure for Duty Roster

- The Assistant Principal Staffing will assign sufficient teaching staff to duty areas before and after school, as well as recess and lunch time. The supervising staff are required to monitor activities as appropriate to the space, geography of the playground and building area, activity, age, and to provide assistance to students as required.
- The duty areas and number of staff on duty are decided upon and regularly reviewed in consultation with the Assistant Principal Student Wellbeing in regard to the following factors which affect student safety:

- Age, level of maturity, ability, number of students in areas
- Timing and arrangements for arrival and departure of buses, and student assembly points.
- Pedestrian crossings.
- Risk areas with equipment, Eg. Balls on the oval or courts.
- Areas used in wet weather situations.
- Evacuation assembly points.
- It is recommended that while on duty, teachers wear a fluro vest and carry a whistle, both provided by the College.
- It is recommended that teachers take their phone to enable them to contact Student reception/ records in case of an emergency.
- Duty Rosters are published in staff timetables on Compass and sent regularly by the Records Office. This includes the 'wet weather' and 'oval closed' alternative roster.
- Every morning the Relief sheets are emailed to staff, as teachers may be required to replace someone absent from an assigned duty.
- The Duties and Responsibilities for Duties are found in the Staff Handbook and staff are reminded regularly to consult thee.

### **Procedure for Supervision**

- Supervision of students at College events is determined by the activity type, number of students, location, age and characteristics of the students Eg. Special needs or dietary restrictions. (Refer to CACG '*School Event and Activity Policy*')
- With respect to College excursions, the teacher supervising the event has a duty of care to protect students from reasonable and foreseeable risks. To meet this duty of care:
  - When submitting a proposed excursion, staff are required to complete the Risk Management form on Compass Events
  - Staff are required to supervise students for the duration of the event.
- The organising teacher has a responsibility to ensure all parents have consented for their child to attend the event.
- If some students of a group are not attending the event, it is the responsibility of the organizing teacher to ensure alternative supervision is arranged.
- For any event where students are taken outside of the College, a staff member must have First Aid qualifications.
- The organising teacher is required to take the school phone on any overnight excursions.
- During an event, teachers are expected to contact the College if they have any concerns about student welfare or any change to the original event itinerary.

## Related CACG Documents

[Code of Conduct](#)

[Child Safety](#)

[Medical Welfare of Students Policy](#)

[Professional Conduct when Working with Children and Young People Policy](#)

[Safe and Supportive Schools Policy](#)

[Student Acceptable use of ICT Policy](#)

## Related Legislation and Standards

*Children and Young People Act 2008 (ACT)*

*Children and Young Persons (Care and Protection) Act 1998*

*NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023*

## Related St Francis Xavier College Documents

*Staff Handbook*

## Forms

*Nil*

Endorsed by:	The Executive and Community Council of St Francis Xavier College.
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