



1. Purpose

These procedures outline the processes in place to implement the Supervision Policy for Melbourne Archdiocese Catholic Schools Ltd (MACS) Schools.

2. Supervision responsibilities during school hours

2.1. General supervision responsibilities

- 2.1.1. The Principal must ensure that Parents are informed and involved about matters related to child safety and wellbeing as discussed in the Child Safe Standards (Ministerial Order 1359).
- 2.1.2. The Principal is to ensure the Procedures for all School Environments, including each campus are documented.
- 2.1.3. Principals or their nominee are to communicate to Parents (a person who has parental responsibility for a child, including a biological parent or another person who has been granted parental responsibility by a court order) when these procedures are amended or updated.
- 2.1.4. Students who are seeking to leave or arrive at school during the school day must follow the procedures outlined in the school's Attendance Policy.
 - Parent/ carer to notify School administration via Nforma, email or phone call.
 - Parent/ carer need to present to the office to collect/drop off student using Vpass to register the student

2.2. Classrooms

- 2.2.1. Students are to be supervised during all classroom activities, whether the activity is part of the regular classroom routine or not.
- 2.2.2. Students are to be supervised between classes, during breaks and non-class times. For senior secondary students with free study periods, the Principal will ensure that suitable arrangements are made to provide safe study areas.
- 2.2.3. If the classroom teacher needs to leave the classroom, they must ensure another VIT registered teacher is supervising the class.
- 2.2.4. School officers, education support staff, trainee teachers, MACS case workers, guest speakers or visitors are not authorised to supervise a class in the absence of the classroom teacher, even if they hold VIT registration. Trainee teachers, school officers, Parent helpers may assist with small group work, but only under the supervision and direction of the classroom teacher.
- 2.2.5. Classroom teachers must supervise students during presentations from guest speakers or activities run on-site by external providers.
- 2.2.6. Students are to be supervised during periods of online and remote learning. This responsibility is shared between the school and the Parent. The use of digital technologies by students and staff must adhere to the school's ICT Acceptable Usage Policy.
- 2.2.7. All staff must prioritise the safety and wellbeing of students, especially younger students or those at risk. Supervision should be age-appropriate and consider the nature of the activities, plant and equipment used, handling of hazardous substances and the use of protective equipment.
- 2.2.8. Classroom teachers should implement evidence-based practices, such as setting clear rules for behaviour expectations, establishing boundaries and creating consistent classroom routines. These practices should align with relevant MACS

- Procedures for arranging replacement yard duty supervisors is arranged by DP if a staff member is replaced by a CRT, staff to notify DP of yard duty swaps prior to swapping.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff
- Location of equipment for yard duty is stored in individual classroom
 - Yard duty times - Lunch 11:10am -12pm, Snack 2:05pm – 2.30pm
 - Handover procedures - staff to make contact with changeover staff, exchange anaphylaxis bag, walkie talkie and essential student information.
 - First aid arrangements - staff wear high vis vest, carry a small first aid bag, auto injector bag and walkie talkie for communication.
 - Emergency response procedures - radio emergency through to office
 - Wet/hot weather procedures are noted on the bottom of the yard duty roster. Year levels share the duty of indoor play between each other.
 - Sun Smart procedures - No hat no play. Students supply sunscreen with staff reminders to wear.
 - Alternative timetable procedures are communicated via email to staff

School environment

- 2.3.7. The risks in the physical and online school environment must be considered when determining arrangements for the supervision of students (as outlined in the school's Risk Register). This includes the layout of the school, how the online environment is managed, location (busy road, near water or bush), any high-risk areas where visibility can be improved, how the behaviour of students and staff is observed, etc.

2.4. Online and remote learning activities

- 2.4.1. During periods of online and remote learning, the appropriate use and management of digital technologies are outlined in the school's ICT Acceptable Use Policy – Students.
- 2.4.2. The Principal or their nominee is responsible for supervising students during periods of remote and online learning to ensure the safety of students. This responsibility is shared between the school and the Parent. This includes students who are suspended or on a modified timetable, regardless of their status as mature minors. The school is responsible for ensuring the use of digital technologies by staff and students aligns with the principles and understandings as outlined in the school's ICT Acceptable Use Policy – Students.

2.5. Changes to school operating times and alternative programs

- 2.5.1. The Principal to document the procedures for supervision of students that operate in the school
- when there are changes to the start and finish times for the school it will be communicated via newsletters, Nforma and hard copy notes.
 - when alternative programs or timetables are in place, such as during exams, parent teacher/student meetings, etc.via newsletters, Nforma and hard copy notes.
- 2.5.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.

3. Supervision responsibilities outside of school hours

3.1. Before and after school hours

- 3.1.1. The Principal must ensure students are supervised for a minimum of ten minutes before and after school hours. A sufficient number of teachers must be present to supervise students as they arrive and leave before and after school. The duration

of supervision will depend on the age of the students, cohorts and local school environment.

- 3.1.2. The Principal or their nominee is not required to supervise transport outside of school hours unless it is for a school-arranged activity or program.
- 3.1.3. The Principal or their nominee to document
 - the time the school grounds will be open and supervised - 8:35am – 8:50am
 - procedures for arranging replacement supervisors before and after school - staff to notify DP and DP to document replacements and notify staff.
 - areas that will be supervised - in the morning asphalt and pencil yard. In the afternoon the back gate and kiss and go on George st.
 - the time supervision will conclude at the end of the day - 3:20 pm - 3:40pm
 - the process for students who remain on the school premises after the supervision ends - students are to make their way to administration/front office to contact parents/carers.
 - arrangements for before or after school activities - parents are to book in with the third company provider, Camp Australia.
 - parents are informed of the procedures for supervision before and after school - via newsletter

3.2. School entry and exit points

- 3.2.1. The Principal or their nominee may organise supervision of entry and exit points that consider:
 - All external gates are locked at 9:05am and opened again at 3:15pm
 - areas that will be supervised - in the morning asphalt and pencil yard. In the afternoon the back gate and kiss and go on George st.
- 3.2.2. The Parent has primary responsibility for the care and supervision of their child/ren's travel to and from school.

4. Supervision responsibilities for transport

4.1. Transport organised by the school

- 4.1.1. The Principal retains a duty of care for all students who are required to travel on transport organised by the school for any school-arranged activity or program.
- 4.1.2. All excursions, camps and travel must be undertaken in accordance with the Victorian Department of Education (DE) Excursions – Supervision staff to student ratios. Principals must refer to the MACS Excursions, Camps and Travel Policy and associated procedures for information about travel.
- 4.1.3. Any transport organised by the school requires the informed consent of Parent/Carers
 - All information for transport during school and consent by parents is completed via Nforma

5. External providers

5.1. On-site external provision

- 5.1.1. The Principal or their nominee refers to their school's relevant Child Safety and Wellbeing Policy, Procurement and Contract Management Policy and Risk Management Policy when engaging external providers.
- 5.1.2. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 5.1.3. The supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.

- 5.1.4. The classroom teacher or teacher in charge is responsible for the group at all times. Visiting speakers or external providers do not have authority to supervise students.
- 5.1.5. A VIT registered teacher must be present when external providers work with students, such as during swimming, guest speaker sessions, onsite activities or telehealth appointments (e.g., VCEA Therapy Program – Occupational Therapy/Physiotherapy sessions).
- 5.1.6. External providers must sign in at the school office and wear a Visitor's Identification Card. Refer to Child Safety and Wellbeing Policy for procedures. <https://sjscoresby.catholic.edu.au/policies-documents>
- 5.1.7. External providers must have a current Working with Children (WWC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 5.1.8. The teacher-in-charge must complete a record of the activity and submit it to the Principal for approval before the activity.
- 5.1.9. If external providers work with students one-to-one, they must be within the supervision and line of sight of a VIT registered teacher in the school. This includes, for example, National Disability Insurance Scheme (NDIS) funded allied health workers.
- 5.1.10. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities – <https://sjscoresby.catholic.edu.au/policies-documents/>.

8. Definitions

Definitions of standard terms used in this Policy can be found in the [Glossary of Terms](#).

First aid

The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

Yard duty

The duty given to teachers and education support staff to supervise students inside and outside school buildings during breaktimes.

9. Related policies and documents

Supporting documents

Sample YARD DUTY ROSTER						
	TIME	ASPHALT	PENCIL YARD	OVAL	LUNCH CLUBS	The Well
MONDAY	8.35am - 8.50am					
	11.10am					
	11.35am					
	2.05pm					
	2.17pm	School Front	Parish Carpark			
	3.20pm - 3.35pm					
TUESDAY	8.35am - 8.50am					
	11.10am					
	11.35am					
	2.05pm					
	2.17pm	School Front	Parish Carpark			
	3.20pm - 3.35pm					
WEDNESDAY	8.35am - 8.50am					
	11.10am					
	11.35am					
	2.05pm					
	2.17pm	School Front	Parish Carpark			
	3.20pm - 3.35pm					
THURSDAY	8.35am - 8.50am					
	11.10am					
	11.35am					
	2.05pm					
	2.17pm	School Front	Parish Carpark			
	3.20pm - 3.35pm					
FRIDAY	8.35am - 8.50am					
	11.10am					
	11.35am					
	2.05pm					
	2.17pm	School Front	Parish Carpark			
	3.20pm - 3.35pm					

Related MACS policies and documents

Attendance Policy for MACS Schools
Supervision Policy for MACS Schools
Child Safety and Wellbeing Policy and Procedures
First Aid Policy
Duty of Care Policy for MACS Schools
ICT Acceptable Use Policy – Students

Policy information table

Approving authority	Director, Education Excellence
Document owner	Chief of Student Services
Approval date	12 June 2025
Review by	October 2028
Related Policy	Supervision Policy for MACS Schools
Superseded documents	School Supervision Procedures – v1.0 – 2024
Publication details	CEVN