



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.
 - 2.1.4.1. Students must report to student reception when arriving during the school day. Students are to sign-in prior to entering the school.
 - 2.1.4.2. All students departing school during the day must have parent/carer written consent in the form of a Compass notification on their roll prior to departing, must depart via student reception, and must be collected by their parent/carer.
 - 2.1.4.3. Students departing during the school day by public transport must have explicit parent/carer written consent.
 - 2.1.4.4. Year 12 students may depart the school during the school day. They are required to sign-out using the log at student reception if departing after their final scheduled class.

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 policies and procedures.
 - 2.2.8.1. Classroom teachers apply the school's Classroom Routines and the 4Rs Process. These clarify expectations for students prior, during and after every lesson. These reinforce positive behaviour in the classroom.
 - 2.2.8.2. Senior secondary students who are not in a scheduled class during the school day are required to attend the Senior Study Centre. This space is supervised during non-class times.

2.3. Yard duty

- 2.3.1. Staff members on yard duty must follow the Principal's reasonable and lawful instructions, including supervision of students at specific dates, times and locations, and in ways that identify and mitigate risk to child safety and wellbeing.
- 2.3.2. Staff members on yard duty must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3.3. Teachers must be visible and active in their designated area during yard duty until they are relieved by the next supervising teacher.
- 2.3.4. The Principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate them.
 - 2.3.4.1. The staff Yard Duty Guide provides updated yard duty maps, including designated areas of duty and out of bounds areas.
 - 2.3.4.2. Changes to the Yard Duty Guide and related out of bounds areas are communicated to staff via regular College Notices and to students via Compass Posts and Learner Mentor (homeroom) notifications.
 - 2.3.4.3. All staff are required to report OHS and Child Safety concerns to ensure the identification, minimization and resolution of hazards and risks.
 - 2.3.4.4. Where school grounds and yard duty supervision is conducted outside of the school property (Kindersmith Oval) staff supervision ratios are increased and utilization of walkie-talkie communication channels to ensure safety.
- 2.3.5. Location of the yard duty roster
 - 2.3.5.1. The Yard Duty Guide is maintained by the Deputy Principal Operations and Operations Team, in collaboration with the Business Manager.
 - 2.3.5.2. The Daily Organiser and Operations Team arrange for replacements of yard duty supervisors in case of staff absences.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff
 - 2.3.6.1. The Yard Duty Guide is located online for staff. [Information Published to Compass and SharePoint](#)
 - 2.3.6.2. Staff are required to wear their high-visibility vests when on yard duty. Staff are also required to carry a communication device, school walkie-talkies are available in multiple office access points.
 - 2.3.6.3. Yard duty is 20 minutes before and after the first and final bell of the day. Yard duty times also include both recess and lunch student breaks.
 - 2.3.6.4. Staff on yard duty are required to hand over to their replacement staff. In instances on staff absence or lateness, staff contact the front office to contact the replacement staff member. Daily Organiser is notified of the non-attendance and/or lateness.
 - 2.3.6.5. In the instance of First Aid incident and/or emergency staff are required to contact 000 if life-threatening, then contact the school emergency line to request additional staff support. The emergency response protocols, and defibrillator locations are within the Yard Duty Guide.
 - 2.3.6.6. In instances of extreme weather (heat, lightning, rain) the Deputy Principal Students or their delegate will notify administrative staff. A school-wide

announcement is made to switch to the Extreme Weather Program with alternative yard duty zones.

2.3.6.7. During Terms 1 and 4, staff and students are encouraged to wear their school hats when outside during hot weather. Students are required to wear their school hats when engaging in practical Health & Physical Education classes outdoors.

2.3.6.8. In instances of alternative timetable arrangements, the Deputy Principal Operations and the Operations Team will notify staff of alternative yard duty arrangements.

2.4. School environment

2.4.1. 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.

2.5. Online and remote learning activities

2.5.1. 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 [ICT Acceptable Usage Policy - Students](#) .

2.5.2. 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.

2.5.3. Staff are required to document lessons online at the commencement of each school day.

2.6. Changes to school operating times and alternative programs

2.6.1. The Principal to document the procedures for supervision of students that operate in the school

2.6.1.1. When changes are made to the start and/or finish of school times the Principal or their delegate will inform parents prior to the event. The yard duty roster will be adjusted to ensure 20-minutes of supervision prior to and after the school day.

2.6.1.2. When alternative programs, such as exams or parent, teacher and student conferences, are scheduled the Principal or their delegate will inform parents prior to the event. Students will be notified of permissible locations within the school to access and any updated out-of-bounds areas. Arrival to and departure from the school will be monitored using rolls in instances where parents/carers are not in attendance.

2.6.2. 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

- 3.1.3.1. The school grounds are accessible to students between 8:00am and 4:30pm Monday to Friday.
- 3.1.3.2. Active yard duties commence from 8:20am and conclude at 3:25pm on all days except Wednesday. On Wednesday's yard duties commence at 8:25am and conclude at 2:50pm. Outside of these times, students are supervised by staff throughout the school grounds and in specified areas such as the cafeteria, library, senior study centre and grounds.
- 3.1.3.3. Students are able to access the libraries after school concludes. The Christ the King Campus TISC is open between 8:00am to 4:00pm, the Sacred Heart/St John's Campuses BISC is open between 8:00am to 4:00pm Mondays and Fridays, and 8:00am to 4:30pm Tuesday to Thursdays.
- 3.1.3.4. Students who remain on site after the closure of school grounds are moved by staff via student reception to the school entrance. Where child safety concerns arise staff will follow normal duty of care and child safety policy and procedures.
- 3.1.3.5. School-arranged afterschool activities require written parent/carer consent for students to attend. Supervising staff will mark student attendance on the activity's roll. The parents/carers of absent students will be notified by staff. All school-arranged afterschool activities will be monitored by a teaching staff member.
- 3.1.3.6. Parents/carers are notified of procedures for supervision before and after school, including of school-arranged afterschool activities, via the Parent/Carer Guidebook, school website, and Compass notifications.

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:
 - 3.2.1.1. Both school sites have staff supervised entry and exit points. These are supervised from 8:00am before school, and until the conclusion of afterschool yard duties. At all other times these entry and exit points remain locked.
- 3.2.2. The Parent has primary responsibility for the care and supervision of their children's travel to and from school.

4. Supervision responsibilities for transport

4.1. **Public transport**

- 4.1.1 The Principal or their nominee is not obliged to supervise students using public transport, but may document procedures at public transport stops or stations based on:
 - The school's yard duty roster includes local bus stops outside the school entrances on Churchill Avenue and Darnley Street. Supervision is provided to ensure the safe conduct of students.

4.2. **Intercampus transport**

- 4.2.1. The Principal retains a duty of care for all students traveling between school campuses for any school-arranged activity or program.
 - Students travelling between school campuses will be supervised by a teaching staff member.
 - Students travelling between school campuses will be transported by school operated buses and/or walking. First Aid precautions are provided for on school vehicles and when walking. In instances of extreme weather school vehicles are utilized for travel between campuses.
 - The Principal must ensure that the supervision arrangements for intercampus transportation comply with MACS policies for child safety and wellbeing, medical management, anaphylaxis management, first aid and their associated Procedures.

4.3. **Transport organised by the school**

- 4.3.1. 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.

- 4.3.2. 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.
- 4.3.3. Any transport organised by the school requires the informed consent of Parent/Carers
 - 4.3.3.1. Parent/carer informed consent is acquired via the school's Compass portal. Parents/carers provide consent to attend excursions, camps and travel in this manner and are provided relevant details prior to providing consent.
 - 4.3.3.2. In instances where language and/or literacy is a barrier to providing consent via the Compass portal, specified school staff will obtain verbal consent which is then recorded.

5. External providers

5.1. Offsite external provision

- 5.1.1 The Principal retains a duty of care for senior secondary students engaged in educational programs at other schools, registered training organisations (RTO) or institutions.
 - Students attending another school, RTO or institution for educational programs will have their attendance recorded on Compass. Their attendance is confirmed with the educational program provider and/or supervisor. Parents/carers are provided information such as the times, locations and durations of such educational programs via Compass.
 - Student medical information is communicated with the educational program provider to ensure the safety of students. The school's VET Coordinator, VCE Vocational Major Coordinator and VET Administrator ensure this documentation is provided to schools, RTOs or institutions.
 - The school's VET Coordinator, VCE Vocational Major Coordinator and VET Administrator ensure that all contracts between the school and RTOs or institutions include requirements and processes for: agreed supervision, travel arrangements and updating the Principal about student engagement, attendance, assessment and reporting.

5.2. On-site external provision

- 5.2.1. 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.
- 5.2.2. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 5.2.3. The supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 5.2.4. 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.
- 5.2.5. 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).
- 5.2.6. 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 - [Child Safety and Wellbeing Policy](#) and [Child Safety and Wellbeing Procedures](#)
- 5.2.7. External providers must have a current Working with Children (WWC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 5.2.8. The teacher-in-charge must complete a record of the activity and submit it to the Principal for approval before the activity.

- 5.2.9. 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.
- 5.2.10. Refer to Excursions, Camps and Travel Policy and Excursions Procedures for details for planning onsite adventure activities – [Excursions, Camps and Travel Policy](#)
- 5.2.11. If external providers, such as psychologists are administering one-to-one assessment, the scheduling of the assessment is communicated to all relevant staff.

6. Workplace Learning

6.1. Supervision

- 6.1.1. Employers must follow [Ministerial Order 1412 – Structured Workplace Learning Arrangements](#) or [Ministerial Order 1413 – Work Experience Arrangements](#), in accordance with the relevant Arrangement. These orders and their respective Arrangement Forms outline the employer's supervision duties and obligations when a student is in a workplace for a Structured Workplace Learning or a Work Experience Arrangement. Under the Arrangement, the employer is responsible for the student's care and control while they are at the workplace and/or under the supervision of the employer (or the supervisor(s) nominated by the employer to undertake direct supervision of the student).
- 6.1.2. For School-based Apprenticeships and Traineeships, the employer must:
 - be approved by the Victorian Registration and Qualifications Authority (VRQA) as a 'fit and proper person' to act as an employer of an apprentice or a trainee
 - enter into and comply with the Training Contract, a legally binding employment agreement, signed by the employer, the student and Parent (where the student is under 18 years of age)
 - provide supervision by a 'fit and proper person' with the appropriate qualifications, knowledge and skills to train an apprentice or a trainee.

6.2. Transport

- 6.2.1. For students engaged in Structured Workplace Learning, Work Experience or School-based Apprenticeships and Traineeships, the student or the Parent (where the student is under 18 years of age) is responsible for transportation to and from the workplace.
- 6.2.2. If the student needs to travel by vehicle with their employer and/or nominated supervisor(s) during Structured Workplace Learning or Work Experience (including to and/or from the workplace), the employer must complete the relevant Travel and Accommodation Form. The student or the Parent /Carer (where the student is under 18 years of age) must also complete this form to give consent.
- 6.2.3. The Parent/Carer, student and Principal must approve any transport arrangements to and from the school community work. The student's Parent / Carer must inform the Principal in writing that they will be responsible for the student's transport to and/or from the school community work when the work is done outside of school hours.

7. School community work

- 7.1. The Principal retains a duty of care for all students, and this extends beyond the school grounds to include school-approved activities, including school community work.
- 7.2. The host organisation for the school community work must supervise students at all times, regardless of the location, time and nature of the work being performed.
- 7.3. The Principal must take reasonable steps to manage risks and ensure the safety of students engaging in the school community work. This includes ensuring that students engage in tasks that are suitable for their maturity, skills and qualification level, and ensuring they are directly supervised by suitably qualified, experienced and competent persons at the relevant tasks that the student will undertake. Supervising staff must have a valid Working With Children Check.

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.

School community work

School community work is community work by a student that:

- supports the student's learning and career development
- directly benefits the community
- is organised by the school
- is undertaken voluntarily by the student
- is approved by the Principal of the school as school community work.

School community work is not work experience or structured workplace learning.

Structured Workplace Learning

Structured Workplace Learning provides students with the opportunity to integrate on-the-job experience with secondary study as part the Victorian Certificate of Education (VCE), the VCE Vocational Major (VCE VM) or the Victorian Pathways Certificate (VPC). All Structured Workplace Learning Arrangements must comply with [Ministerial Order 1412 – Structured Workplace Learning Arrangements](#). The [Structured Workplace Learning Arrangement Form](#) and any form(s) related to the placement must be completed and signed before the Structured Workplace Learning placement commences.

Work Experience

Work Experience is the short-term placement of secondary school students, generally during Years 9 and 10, with employers to provide insights into industry and the workplace. All Work Experience Arrangements must comply with [Ministerial Order 1413 – Work Experience Arrangements](#). The [Work Experience Arrangement Form](#) and any form(s) related to the placement must be completed and signed before the Work Experience placement commences.

Yard duty

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

9. Related policies and documents

Supporting documents

Staff Yard Duty Guide

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

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