Melbourne Archdiocese Catholic Schools

St Bernard's Parish Primary School Supervision of Students Procedure

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.

2.1.5. The school gates open at 8.30am and supervision is provided outside until the bell rings at 8.50am. At 8.50am the buildings are opened and children enter their classrooms.

School concludes at 3.05pm. Outdoor supervision is provided until 3.20pm. The school gates are locked at 3.20pm.

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.

2.3. **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.

- Designated areas for duty are illustrated on a yard duty map and allocated termly on a Yard Duty Roster.
- Out of bounds areas are identified and communicated to staff and students.
- Specific school hazards and risks in grounds, buildings and facilities are addressed.

2.3.5. Location of the yard duty roster:

- The responsibility of the Yard Duty Roster is the Deputy Principal.
- The responsibility of arranging replacement yard duty supervisors is the Deputy Principal.
- The responsibility of calling an Inclement Weather day is the responsibility of the Deputy Principal.

2.3.6. Responsibilities and duties for supervising teachers and education support staff:

- Location of equipment for yard duty
- Yard duty times
- Handover procedures
- First aid arrangements
- Emergency response procedures
- Wet/hot weather procedures - Inclement Weather Roster
- Sun Smart procedures
- Alternative timetable procedures.

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.

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.

2.6. **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:

- when there are changes to the start and finish times for the school
- when alternative programs or timetables are in place, such as during exams, parent teacher/student meetings, etc.

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 the Deputy Principal documents:

- the time the school grounds will be open and supervised
- procedures for arranging replacement supervisors before and after school
- areas that will be supervised
- the time supervision will conclude at the end of the day
- the process for students who remain on the school premises after the supervision ends
- arrangements for before or after school activities (e.g., sport, music, etc)
- how parents are informed of the procedures for supervision before and after school.

3.2. **School entry and exit points**

3.2.1. The Principal or Deputy Principal organise supervision of entry and exit points that considers:

- the location of entry and exit points and whether they should be locked, designated as out of bounds or supervised
- road traffic conditions
- designated pick up and drop off areas.

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. **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 proximity of the school to the public transport stop/station
- known risks to students using public transport
- unruly or antisocial behaviour
- the age of the 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.

- 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.

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.

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.

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.

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 breaktimes.

9. Related policies and documents

Supporting documents

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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