



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. This includes signing in and signing out at student reception. If leaving the school, a parent/guardian or emergency contact must also meet the student in the school reception area to collect them to go home.

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.

All students are expected to behave in accordance with the Student Behaviour Policy, Behaviour Management Procedure and Student Code of Conduct. This includes:

- Clearly articulating expectation with respect to student behaviour.
- Establishing specific teaching, learning and wellbeing programs that addresses respectful relationships.
- Communicating expectations with the wider school community.
- Acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to structural merit awards for academia, endeavour and character
- Maintain accurate and up-to-date records with respect to student behaviour.

There are also established classroom routines for students in years 7 to 12 in addressing behaviour expectations. This includes students lining up outside their classroom in a designated area as specified by the classroom teacher and entering the room calmly and quietly. Students are required to stand behind their chair, greet the teacher, and wait for the roll to be called.

Subject teachers for senior students will develop classroom routines independently and work with them to ensure punctuality to class, being respectful and follow the Student Expectation Framework.

- 2.2.9 All students are supervised during class time. Senior students with non-class time, e.g. study period is provided with passive supervision.

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.
- There are designated areas for yard duty as illustrated on the yard duty map.
 - Out of bound areas (e.g. Maintenance workshop/shed and car park) are locked and indicated by a combination of signage, permanent or temporary fencing and/or bunting to communicate to staff and students that they cannot enter. Students are also shown the areas that are out of bounds at the start of the year.
 - Specific school hazards and risks in grounds, buildings and facilities are identified and managed through a combination of the Hazard Register, workplace inspections and My Maintenance, a computerised maintenance management system that allows the school to handle urgent repairs, preventative maintenance and schedules facility management.
- 2.3.5. Location of the yard duty roster
- Responsibility for maintaining the roster
The Director of Campus Operations is responsible for developing and maintaining the yard duty roster and communicating to all staff at the beginning of each semester as well as throughout the semester where changes occur. The roster is sent to staff and synced to the SIMON Learning and Student Management System to help manage staff roster.
 - Procedures for arranging replacement yard duty supervisors
It is each staff member's responsibility to find a replacement and inform the Director of Campus Operations if they are unable to carry out their yard duty obligations. However, if a staff member is absent and lodge their leave, the Director of Campus Operations will organise for yard duty cover.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff

- Location of equipment for yard duty
The equipment for yard duty is located in the Administration building at Melton campus and the staff room at Cobblebank campus.
- Yard duty times
Yard duty occurs before and after school as well as at break times during school hours.
- Handover procedures
Handover occurs at Big Break. The staff member rostered on yard duty in the first half of the Big Break will collect their labelled area radio, folder and yard duty bag from the Administration building (Melton campus) or staff room (Cobblebank campus) at the commencement of Big Break. The staff member will remain on duty until they are replaced by a subsequent staff member for the second half of Big Break. If the subsequent staff member does not arrive at the time of their designated change over, the first staff member will contact the office and inform them of the situation and remain on duty until subsequent arrangements are made.
- First aid arrangements
Yard duty staff carry first aid kits to treat minor injuries. The school nurse is notified if further assistance is required.
- Emergency response procedures
In the event of an emergency, the school will initiate emergency response plan procedures to ensure student and staff safety.
- Wet/hot weather procedures
Alternative arrangements are made where extreme weather conditions occur as per the Extreme Weather Policy. Students and staff rostered on yard duty move to designated buildings/spaces to spend break times. These buildings/spaces are listed in the Staff Handbook.
- Sun Smart procedures
Sun protection measures are in place and outlined in the school's SunSmart Policy. SunSmart behaviour is regularly reinforced and promoted but students are not actively supervised to do so.
Alternative timetable procedures.
On occasions when an alternative timetable is required, particularly on days where the school has special events schedules, e.g. Celebration Day, full day assembly, the organiser of the event will work together with the Director of Campus Operations to develop an alternative timetable.

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.

- 2.5.3. The SIMON Learning and Student Management System is used to support staff teaching such as providing online lesson plans that support student learning.

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.

when there are changes to the start and finish times for school or alternative programs or timetables are in place, such as during exams, parent teacher/student meetings, etc, the Director of Campus Operations will communicate via the daily bulletin and emailed to all staff to ensure appropriate supervision is provided at these times.

- when senior students use study or free lessons

Senior students who use study or free lessons are required to sign in electronically to mark their attendance and will be provided with passive supervision by staff members who are in the immediate vicinity.

- 2.6.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.

Where there are changes to programs/timetables and supervision of students in these instances are communicated to families by the Communications team on behalf of the principal via an email and/or newsletter.

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

At Melton campus, the front gate opens at 8 am and staff will be on duty to provide supervision on school grounds and at the two entrance points beginning at 8.20 am. Students finish class at 3 pm, and staff are rostered to supervise bus areas and those who remain at the school in the Alexandria Resource Centre. This supervision ends at 3.40 pm.

At Cobblebank campus, the gates open at 8.10 am and coincides with the start of before school yard duty. Students finish at 3 pm, and staff are rostered to provide supervision from 3 pm to 3.20 pm depending on whether there are after school programs running.

The areas supervised are identified on the yard duty roster and map available in the Staff Handbook.

It is each staff member's responsibility to find a replacement and inform the Director of Campus Operations if they are unable to carry out their yard duty obligations. However, if a staff member is absent and lodges their leave, the Director of Campus Operations will arrange for a replacement.

- If a student needs to be picked up or catch a later bus after supervision concludes at the end of the day, they will remain inside the school boundary until collected.
- Any activities that students participate in outside of school hours require parental permission. A request is sent via the Parent Access Module and

includes the details about pick up time and the supervising staff. Should the time change due to unforeseen circumstances, a text message is sent to parents/carers to communicate about a different pick-up time.

- An annual letter is sent to parents and carers to communicate the before and after school supervision procedures at the school. A reminder to parents will also be sent during the year.

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:

- the location of entry and exit points and whether they should be locked, designated as out of bounds or supervised

At Melton campus, before and after school supervision is assigned on school grounds and at the two entrance points of the school.

At Cobblebank campus, supervision is assigned at the school front gate and internal car park crossing. There is also supervision in the middle of the school grounds.

- road traffic conditions

Additional supervision is provided based on the level of need as road conditions change.

- designated pick up and drop off areas.

The Melton campus designated pick up and drop off areas is on the Service Road via Bulmans Road.

The designated pick up and drop off area at Cobblebank campus is on the campus entering via Adelong Boulevard.

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 school supervises public transport buses that depart from Melton campus as per the bus duty roster. Students are expected to behave in accordance with the Student Code of Conduct and Student Behaviour Policy at all times, including before and after school.

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. This is part of the permission request for the offsite activity that the Parent /Carer is required to complete via the Parent Access Module.

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.
- The Principal or their nominee will document the school's processes for students attending educational programs at other schools, RTOs or institutions. This includes: risk assessments for attendance, outside of school hours programs, collection of students, students leaving premises during the day and child safety considerations.
 - Principal will ensure compliance with MACS policies for Medical Management, Anaphylaxis Management, First Aid, Duty of Care and their associated Procedures. Copies of these documents must be provided to the offsite schools, RTOs or institutions.
 - Any contract between the school and RTOs or institutions must include requirements and processes for: agreed supervision, travel arrangements and updating the Principal about student engagement, attendance, assessment and reporting.
 - VET and SBAT (school-based apprenticeship and training) students attending St Francis Catholic College are either monitored by their trainer or other trainers/teachers. Students sign in and out at reception and are fully supervised throughout their time at the school. Students remain indoors during recess and supervised by their teacher.

Likewise, St Francis Catholic College students who engaged in educational programs at other schools, registered training organisations (RTO) or institutions will comply with the providers policy and requirements for attendance.

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. Principal to document any school-based processes
- All external providers are supervised by one or more

- 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.
- 5.2.12. All external providers are supervised by one or more staff members depending on the type of activity and the number of students who are participating. A supervision roster is created to inform staff on camp when and where their supervision duty is required between camp activities. This is communicated via the Camp Staff Handbook that is distributed to all staff attending camp prior to the first day.

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

Yard Duty Areas Map

Yard Duty Roster

Yard Duty roles and responsibilities

Staff Handbook

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