



## 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.
  - Students arriving after 8:45am, must enter through Reception and sign in at the school office.
  - Students leaving the school grounds during the school day must sign out through Reception in accordance with the school Attendance Policy.
  - All staff share responsibility for maintaining a safe school environment and must follow school procedures relating to duty of care, child safety and supervision.

### 2.2. Classrooms

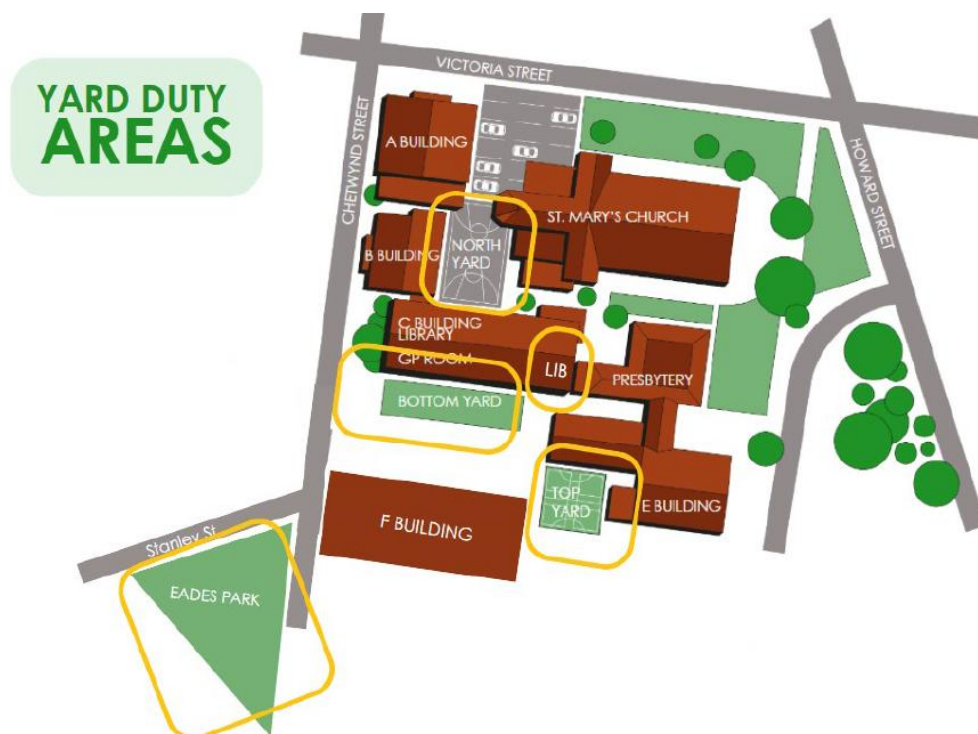
- 2.2.1. Students are to be supervised during all classroom activities, whether the activity is part of the regular classroom routine or not.
- 2.2.2. Students are to be supervised between classes, during breaks and non-class times. For senior secondary students with free study periods, the Principal 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.

- Classroom teachers establish rules that align with expectations outlined in the Student Agreement in the school diary, including expectations regarding mobile phone use, headphones and leaving class only with a teacher issued pass.
- Senior secondary students who have study periods during the school day are required to attend the Library where supervision is provided by the librarian or another teacher.
- Year 12 students who have a double study period scheduled after lunch may sign out early with permission.
- Teachers are responsible for supervising students during transitions between classes and monitoring student movement through corridors and shared spaces. Staff should remain aware of students who may be unsupervised or moving between areas of the school and take reasonable steps to ensure student safety and appropriate behaviour.
- In circumstances where a senior class at the beginning or end of the school day cannot be covered due to staff absence, the College may permit students to sign in late or be dismissed early. Families will be informed via SMS notification. Students who prefer to remain at school may complete their work in the designated supervised study areas.

### 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.



- Out of bounds areas include corridors during break times and the Building B balcony outside the Food Technology room.
- When accessing Eades Park students must cross Victoria Street at the Chetwynd Street traffic lights.
- The school grounds include several areas where supervision must be carefully maintained including multi-level buildings, stairwells and balconies. Staff supervising yard duty must ensure visibility of students moving between buildings and yard areas.

#### 2.3.5. Location of the yard duty roster

- The yard duty roster is available in Knowledge Banks, in staff areas and in each designated yard duty area. The roster also appears on teachers' daily timetables in iSimonds.
- The Daily Organiser is responsible for maintaining the yard duty roster.
- The Daily Organiser or delegate arranges replacement yard duty supervisors if the designated supervisor is absent or unavailable. If a teacher is unable to attend their scheduled yard duty, they must notify the Daily Organiser as soon as possible so that a replacement supervisor can be arranged. If a supervising teacher has not arrived for their duty, nearby staff should notify the Daily Organiser or the school office immediately. If a replacement cannot be arranged immediately, the nearest available staff member may be directed by the Daily Organiser or the school office to temporarily supervise the area until coverage is confirmed.

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

- For offsite activities (Eades Park and tram duty), the yard duty supervisor collects a folder from the school office containing the yard duty roster, an incident form and a description of the duties.
- Staff on duty are required to wear the high-visibility vest provided.
- Yard duty times are printed on the roster and on the timetable on iSimonds.

##### **Standard timetable**

- Recess: 10:29am – 10:52am
- Lunch first half: 12:27pm – 12:47pm
- Lunch second half: 12:47pm – 1:10pm

##### **Monday 1 timetable**

- Recess: 11:00am – 11:23am
- Lunch first half: 12:57pm – 1:17pm
- Lunch second half: 1:17pm – 1:38pm

- Handover procedures: A bell rings one minute before the midpoint of the lunch break to signal the second supervisor to move to their designated yard duty area. The first supervisor remains on duty until the replacement teacher arrives.
  - First aid arrangements: Students requiring first aid should be sent to the school office where the First Aid Officer will assist them. If the student cannot walk, another student should be sent to the office to request assistance.
  - Emergency response procedures: In an emergency the supervising teacher should send a student to the office to request immediate assistance.
  - Wet/hot weather procedures: During wet weather students may remain in downstairs corridors, the GP Room and the Building B balcony outside the Food Technology room. Teachers supervising yard duty are responsible for monitoring undercover areas closest to their designated yard duty area.
  - Sun Smart procedures: Students are encouraged to follow the school's SunSmart guidelines during Terms 1 and 4 including wearing hats and using sunscreen during outdoor activities. Teachers supervising yard duty encourage students to remain in shaded areas during periods of high UV exposure.

## 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 [\[hyperlink to school policy\]](#).
- 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. Simonds Catholic College uses Microsoft Teams as the platform for online learning when required.
- Attendance for online classes is recorded in iSimonds and monitored by the School Attendance Officer.
- Students participating in online learning are expected to follow the behavioural expectations outlined in the school's ICT Acceptable Use Policy.

## 2.6. Changes to school operating times and alternative programs

- 2.6.1. When alternative programs or timetables are in place, supervision arrangements will be communicated to staff and students prior to the change. This may include periods such as exam weeks, parent teacher interviews, special school events or modified timetables.
- During exam periods, Year 7 classes continue as scheduled. Other year levels are required to attend school only for their scheduled examinations unless otherwise directed. Supervision is provided in designated areas for students who are required to remain onsite between examinations.
  - When Parent Teacher Interviews occur during the afternoon or evening, classes conclude earlier in the day and students are dismissed at the adjusted time. When interviews are conducted online, classes may operate online in accordance with the modified timetable. Where Parent Teacher Interviews are held during the school day, scheduled classes may be cancelled and supervision arrangements communicated to students and families.
  - Senior students may have study periods within the timetable cycle. Students are expected to attend the Library or other designated supervised study areas during these periods. Where a double study period occurs after lunch, senior students may be permitted to sign out early in accordance with school procedures.
- 2.6.2. Changes to school operating times, alternative programs or modified timetables are communicated to parents and carers through appropriate school communication channels. These may include the school newsletter, email communication, PAM notifications, text messages and letters sent to families.
- Where changes relate to specific events such as examination periods, Parent Teacher Interviews or special programs, detailed information including supervision arrangements and expectations for student attendance will be provided to families in advance.

### 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.

##### Before and after school supervision arrangements

- The school grounds open at 7:45am.
- Before school supervision is provided in the Library and the North Yard.
- At the end of the school day students are expected to leave the school grounds unless they are attending a supervised activity or remain in the Library.
- Students who remain onsite beyond the supervised period may be directed to wait in Reception while parents or carers are contacted.
- The teacher responsible for the activity (for example sport, music or clubs) supervises students participating in the activity.
- Parents and carers are informed of supervision arrangements through the school newsletter and information provided in permission forms for school activities.

#### 3.2. School entry and exit points

3.2.1. Supervision of school entry and exit points considers the following factors:

- Students enter and exit the school grounds via the designated entry and exit gates. These areas are supervised for ten minutes before and after the school day. Entry and exit points may change during building works or special events. Temporary arrangements will be communicated to students, staff and families as required.
- Students arriving after 8:45am must enter through Reception.

##### Road traffic conditions

- The school is located in an inner-city environment with surrounding roads including Chetwynd Street, Howard Street and Victoria Street. Students are reminded to follow road safety expectations when entering and leaving the school grounds. Staff supervising entry and exit points monitor student movement and encourage safe behaviour when crossing roads or accessing nearby public transport stops.

##### Designated pick up and drop off areas

- There are no designated pick up or drop off zones on the immediate school grounds. Parents and carers who collect students by car are expected to use surrounding public streets in accordance with local traffic regulations. Parents and carers retain primary responsibility for the supervision of their child when travelling to and from school.

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:

- After school supervision is provided for approximately 15 minutes at the tram stops located at the corners of Chetwynd Street and Howard Street.
- Staff supervising these areas monitor student behaviour and support students to disperse safely from the school area.

- Staff supervising public transport areas remind students to follow road safety expectations and behave appropriately when leaving the school grounds.

#### 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.

Simonds Catholic College operates as a single campus school. As a result, there are no regular intercampus transport arrangements for students.

If students are required to travel to another location as part of a school program, supervision and transport arrangements will be managed in accordance with the Excursions, Camps and Travel Policy and 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
- Informed consent from parents or carers is required for any student travelling on transport organised by the school as part of a school activity or program.
  - Consent is obtained through the school's excursion or activity permission process. Parents and carers are provided with details of the activity, including transport arrangements, supervision and relevant risk information. Consent is provided through the school's permission forms and/or the school's parent communication platform (PAM).
  - Students are not permitted to participate in the activity unless the required consent has been received.

## 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.

Senior secondary students may participate in educational programs delivered by other schools, registered training organisations (RTOs) or institutions as part of their course of study.

- Prior to students participating in these programs, the school will ensure that appropriate risk assessments and supervision arrangements are in place. This includes consideration of student attendance, supervision during program hours, travel arrangements and procedures for students leaving the premises during the school day.
- The school will ensure that appropriate child safety and duty of care arrangements are maintained in accordance with MACS policies relating to Child Safety and Wellbeing, Medical Management, Anaphylaxis Management, First Aid and Duty of Care. Relevant information may be shared with the external provider where necessary to support the safety and wellbeing of the student.
- Where agreements exist between the school and external providers such as RTOs or institutions, these agreements will outline supervision responsibilities, travel arrangements and processes for communication with the school regarding student attendance, engagement, 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 the visitor identification label issued at reception while onsite. Refer to the Child Safety and Wellbeing Policy for procedures – <https://www.sccmelb.catholic.edu.au/our-school/child-protection-and-safety>
- 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 – <https://www.sccmelb.catholic.edu.au/our-school/policies>
- 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. When external providers attend the school to deliver programs, presentations or services to students, the school ensures that appropriate supervision and child safety procedures are followed.
- 5.2.13. All external providers must sign in at the school office on arrival and wear the visitor identification label issued at reception while onsite. External providers must hold a current Working with Children Check where required, and this information is verified in accordance with school procedures. Refer to the Child Safety and Wellbeing Policy for procedures – <https://www.sccmelb.catholic.edu.au/our-school/child-protection-and-safety>
  - A VIT registered teacher must be present and remain responsible for the supervision of students at all times during the activity. External providers do not have authority to supervise students independently.
  - Where external providers work with students individually or in small groups, the activity must occur in an area that is visible to staff or within line of sight of a supervising teacher.
  - Teachers organising the activity are responsible for ensuring the program is appropriate for students and aligns with the school's Child Safety and Wellbeing Policy, Procurement and Contract Management Policy and Risk Management procedures.

## 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 roles and responsibilities

Yard Duty Roster

### 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

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