



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 who leave early or arrive late are asked to be accompanied by an adult who must sign them in/out prior to departing or after arriving. Where possible parents must give the school notice that an early departure is going to happen.

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.

- At the beginning of each school year, classroom teachers are to revise the school rules and the expectations of each student. Classroom teachers are also asked to revise the consequences of failure of students to comply with these rules.
- At the beginning of each school year, classroom teachers are asked to set the classroom expectations in conjunction with their students.

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 which can be found in the staffroom noticeboard
 - At the first staff briefing, teaching staff are reminded about not retrieving balls from the road unless a relieving teacher is present.
 - Teachers are reminded of what doors need to remain locked during Yard Duty.
- 2.3.5. Location of the yard duty roster
- The Deputy principal is responsible for creating and maintaining the yard duty roster particularly in light of staff absences. Changes to the roster will be marked on the roster. Staff are to check the roster on a daily basis.
 - If staff know that they are going to miss out on their duty due to an excursion etc... it is their responsibility to ensure that they have arranged a swap or replacement.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff
- **Location of equipment for yard duty**
Nominated students will equip staff with a bum bag and Yard duty record book and retrieve them at the end of each recess. An Ipad is also included in the First Aid trolley for staff to record any First Aid incidents, should they not take out their own laptop.
During late August until the end of April staff are expected to wear a hat, sunglasses and protect themselves against the sun. Staff have also been given a fluorescent vest which they are also asked to wear to identify them while conducting yard duty supervision.
 - **Yard duty times**
Leaders are placed on yard duty before and after school. Before school duty occurs from 8:30 am until 8:50 am. After school duty generally goes from 3:20pm until all the students have left the school grounds and all gates are locked.
 - **Handover procedures**
When handing over from one teacher to another it is important that any hot spots / troubled students are identified and information about them is also handed over. Bum bags and Yard duty record books are also to be handed over. If balls have gone over the fence, this is the time to retrieve the balls.
 - **First aid arrangements**
The First Aid trolley is to be taken out and retrieved by the students each recess. It is the office staff's responsibility to ensure that the trolley is equipped with all that is needed to perform First Aid.
Holy Name provides staff with First Aid training.

First Aid incidents are to be attended to and then recorded on nForma and released to parents.

Any head bumps are also to be recorded on the blue clipboard so the office staff can follow up with the child.

- **Emergency response procedures**

Should an emergency occur, the child should not be moved. An older child should be sent into the staffroom from the yard requesting additional staff to attend to the emergency.

In the case of an anaphylaxis reaction, the child is to inform staff so that the child's epi pen can be taken out.

If the attending teacher has his/her mobile phone with them, they can ring through to the office rather than send a child in.

- **Wet/hot weather procedures**

When the temperature reaches beyond 32 degrees the hot day program is to be enacted. During hot day procedures, those teachers that would normally be on Yard duty at that time will carry out yard duty indoors. The following occurs:

Teachers rostered on soccer pitch/basketball court are to supervise the Year 5/6 students in the 5/6 rooms

Teachers rostered on the Infant yard are to supervise the Year 1/2 students in their room

Teachers rostered on the First Aid Area are to supervise the 3/4 students in their room.

The same procedure applies to wet day programs

During wet/hot day duties, students are to find a quiet activity to play. Ball games and electronic devices are not to be used. Teachers must position themselves in a position where they have line of site across two rooms.

If wet day occurs during AM duty, children from P-2 are asked to wait under the covered way outside the junior part of the school while the senior students (3-6) are asked to wait in the first aid area. An additional leader is to supervise one of the areas.

- **Sun Smart procedures**

Holy Name is a Sun Smart School.

During late August until the end of April children are encouraged to be SunSmart. This means that all children are required to wear the school issued sunglasses and wear either a broad rimmed hat or a legionnaires hat when outdoors.

During sport or other events, children should also be encouraged to take out their water bottles. Adequate shade has been erected around the school, so that children have shaded areas to play.

Before leaving the classroom, students should be encouraged to apply sunscreen which can be found in all classrooms.

Staff are also encouraged to be Sun Smart and wear protection such as sunscreen, hats, sunglasses and long-sleeved loose clothing..

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

On days where the school day may finish earlier than normal, the principal is to liaise with their after-school provider to ensure that after school care is in place and available for those that require it.

On such days, extra leaders are placed on the gates to ensure that only children accompanied by an adult are permitted out.

Children that have not been picked up by the appropriate time and are to taken to the office where parents can be called.

2.6.2. [Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.](#)

When there is a change to the normal school day, parents are informed via the school newsletter well in advance. Reminders are also then sent home via seesaw as this can also be translated in other languages.

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](#)

The school gates are opened at 8:30 am each morning, this is when supervision begins. Parents via the newsletter are discouraged to bring their children to school prior to this time.

Students are permitted to enter the building at 8:45 am when the first bell signals

School officially starts at 8:50 am
 - [areas that will be supervised](#)

When on before or after school duty the adventure playground and sandpit are out of bounds as the supervising teacher positions themselves in an area where both parts of the yard are able to be viewed. This means that the adventure playground cannot be supervised.
 - [the time supervision will conclude at the end of the day](#)

After school the gates will be locked at 3:45. Children who remain on the school grounds at this time will be accompanied to the office where parents can be called.

- [the process for students who remain on the school premises after the supervision ends](#)

Students who have not been picked up by 3:45 pm, are taken to the office. On the way the supervising teacher needs to check with the educator on duty in the after-school care space to ensure that the child was not registered for after school care.

If they were not registered then they are to be accompanied to the school office where parents can be called. They are to remain in the office with a teacher until they are picked up by a family member

- [how parents are informed of the procedures for supervision before and after school.](#)

The procedure for supervision before and after school is relayed in the school newsletter with the first few weeks of school starting.

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:

- [road traffic conditions](#)

Holy Name is surrounded by three streets, McColl, Robb and Tyler.

McColl and Robb Streets are supervised before and after school by council appointed crossing supervisors.

- [designated pick up and drop off areas.](#)

The circular driveway which is associated with the Holy Name church is used as a pick up and drop off area. Parent are encouraged to enter the circular driveway closest to the parish house and then proceed through the driveway. Parent wishing to use this area are asked not to leave their car unattended as this blocks other cars who are unable to proceed around the driveway. After school a leader is place on duty in this area to move cars along and ensure that children enter cars safely.

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](#)

On occasions, classes use the tram on Plenty Road as a means of transport for their excursion. On these occasions adequate adult supervision is ensured. Children walk to the tram spot and board the tram once the tram has stopped. The children are placed in small groups to ensure adults supervising the excursion can keep an eye on all the students and ensure that all students get on and off the tram.

- [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.

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](#)
- Parent consent is to be obtained any time a child is leaving the school grounds regardless of mode of transport. Parents must be informed and consent obtained via nForma at the very least 2 weeks prior to an excursion/camp.

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 checked and registered at the office by the teacher in charge.
- 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.
- 5.2.12. From time to time Holy Name gives permission to external providers to conduct one on one sessions at Holy Name. In this instance permission is granted if a suitable area is available and no other events will prevent this session from occurring.
- Providers must fill out the appropriate forms and checks prior to coming onsite for a prearranged visit. Session will be conducted in line of site of a VIT registered teacher.

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

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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