



## Penola Catholic College Supervision of Students Procedures



### 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. Any arrival or departure during the school day outside of a student's scheduled timetable finish will require the student to sign in and out via Reception/campus office. Parent/guardian permission is required for all early departures.

#### 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.
  - Out of bounds areas are identified and communicated to staff and students via student bulletin, year level and campus assemblies and staff briefings.
  - The Head of Campus is notified of any school hazards and risks in grounds, buildings and facilities actions taken with Compliance officer to address.
- 2.3.5. Location of the yard duty roster
  - The Yard Duty roster is maintained by the Daily Organiser and Director of Operations and can be accessed on MyPenola and staff notice boards.
  - The Daily Organiser arranges replacement yard duty supervisors as required.
- 2.3.6. Responsibilities and duties for supervising teachers and education support staff
  - Staff are required to wear a high vis vest at all times whilst on yard duty.
  - Yard duty times include before school (8:15am to 8:30am), Recess (10:34 to 10:56), Lunchtime (12:38pm to 1:20pm).
  - First half of lunchtime supervisors are to remain at their yard duty location until the second half of lunch time supervisor has arrived to begin at 12:58pm. In the event a staff member has not arrived for their duty, the Daily Organiser is to be contacted.
  - Any behaviour or wellbeing concerns observed whilst on duty are to be reported to the relevant Year Level Coordinator.
  - First aid is provided by Campus office either at the location of the incident in the yard or at the campus sick bay depending on the need.
  - In the event of an emergency, the yard duty supervisor is to call the Campus emergency mobile phone number.
  - In the event of wet or extreme heat weather, the Daily Organiser in consultation with the Head of Campus will provide indoor spaces for each year level and adjusted supervision locations. This will be communicated via announcements and online.
  - Students and staff are encouraged to wear a hat outdoors and utilise shade areas. In the event of extreme heat indoor spaces will be made available at recess and lunch along with outdoor sports not being permitted.

## **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. During periods of online or remote learning, the permitted communication platform is Microsoft TEAMS.

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

- 2.6.1. The Principal to document the procedures for supervision of students that operate in the school
- 2.6.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.
  - Parents and students will be notified via the MyPenola portal of changes to the start and finish times for the school day and when alternative programs or timetables are in place, such as during exams, parent teacher/student meetings, etc. Senior students and their families will be advised at the start of the school year of the protocols for Sac/Seminar/Study periods.

## 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
  - Students are to enter and exit the College via designated student entrance gates at each campus.
  - Students arriving to the College between the hours of 7:30am and 8:15am are to attend the Educational Resource Centre at the respective campus. The College students gates and yard are supervised from 8:15am to 8:40am.
- 3.1.4. College student exit gates are open and supervised from 3:02pm to 3:15pm. Junior campus bus supervision takes place from 3.02 – 3.15pm.
  - The Campus Daily organiser arranges replacement supervisors as required for before and after school.
- 3.1.5. Before school areas that will be supervised on the Senior campus include student entrances, ERC, Mary's Garden, Annie Brice/FASH surrounds and Northern oval pathway. At the junior campus supervision before school is provided in the centre and sails areas.
  - Students do not have locker access or sports courts access prior to 8:30am.
- 3.1.6. School yard supervision concludes at the end of the day 3:15pm.
- 3.1.7. Students remaining on site after supervision time concludes are to attend the ERC. The Senior Campus ERC closes at 4:30pm and the junior campus 4:00pm.
  - Students engaged in before or after school activities (e.g., sport, music, etc) must have parent/guardian permission and will be supervised by a member of

College staff. Parents will be informed of the procedures for supervision before and after school activities via compass excursion permission platform.

### 3.2. School entry and exit points

#### 3.2.1.

- Entry and exit points are locked at 8:40am and are designated as out of bounds for students during the school day unless permission to leave early
- No traffic is permitted to leave the senior campus during student exit departure times. A council cross supervisor is stationed at council pedestrian crossings during school entry and departure times.
- Families are to abide by the designated pick up and drop off areas and cannot enter school grounds with their vehicle.

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 general public transport. Bus supervision is provided to students accessing public buses that collect students from the Glenroy campus.

- Students are encouraged to use pedestrian paths and crossings to nearby stations.
- Students are reminded throughout the year of public transport etiquette and safety including support at stations i.e. PSOs.
- Any unruly or antisocial behaviour that is reported to the school is reported to local authorities.

### 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.

Permission is obtained from families for all between campus. Students may be transported via College vehicle or via public transport under the supervision of College staff.

- 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 via an excursion letter to families and consent procedures

## External providers

### 4.4. 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 College communicates with students and families via excursion permission platforms supervision arrangements 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.

- The College receives attendance records for students attending educational programs at other schools, RTOs or institutions.
- The College ensures compliance with MACS policies for Medical Management, Anaphylaxis Management, First Aid, Duty of Care and their associated Procedures. Copies of these documents are 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.

#### **4.5. On-site external provision**

- 4.5.1. 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.
- 4.5.2. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 4.5.3. The supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 4.5.4. 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.
- 4.5.5. 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).
- 4.5.6. 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
- 4.5.7. External providers must have a current Working with Children (WWC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 4.5.8. The teacher-in-charge must complete a record of the activity and submit it to the Principal for approval before the activity.
- 4.5.9. 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.
- 4.5.10. Refer to [Excursions, Camps and Travel Policy](#) and [Excursions Procedures](#) for details for planning onsite adventure activities
- 4.5.11. If external providers, such as psychologists are administering one-to-one assessment, the scheduling of the assessment is communicated to all relevant staff.

## **5. Workplace Learning**

### **5.1. Supervision**

- 5.1.1. 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).

- 5.1.2. 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.

## 5.2. Transport

- 5.2.1. 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.
- 5.2.2. 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.
- 5.2.3. 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.

## 6. School community work

- 6.1. 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.
- 6.2. 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.
- 6.3. 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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