

School Supervision Policy and Procedures

Purpose

Our Lady of the Sacred Heart (OLSH) College in partnership with parents, guardians and caregivers, who are the primary educators of their children, is entrusted with the holistic education of each child in our schools.

Consistent with Our Lady of the Sacred Heart College's vision of the education programs, we aim to empower students to encounter the future with respect, courage and kindness, enriched by life-giving relationships and inspired to bring the Gospel to life.

Our Lady of the Sacred Heart College and all teachers have a duty of care to ensure the safety and wellbeing of all students by ensuring appropriate supervision at all times. At Our Lady of the Sacred Heart College the adequate supervision of students is the responsibility of all staff. Staff understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. This policy requires all staff to take such measures that are reasonable in the circumstances to protect students from the risk of harm that could reasonably have been foreseen.

Purpose

To promote the safety and wellbeing of all students and to provide adequate and appropriate supervision of students in the school, including:

- all indoor and outdoor activities
- activities that occur off site
- activities involving external providers
- school sponsored activities that occur outside school hours.

Policy

To create and maintain a child safe organisation, all Victorian schools must comply with Ministerial Order 1359 – *Implementing the Child Safe Standards – Managing the risk of child abuse in schools*. These standards require schools to develop and implement risk management strategies to ensure the safety of students in the school environment.

Students must be supervised based on the level of care they need to ensure safety. The Principal or their nominee need to consider the following factors for each student:

- their age, skill and experience
- any physical and/or intellectual needs
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken and hazards.

Principals must ensure that:

- appropriate supervision is arranged to meet the school's needs, including supervision of
- students before, during and after school hours, as well as between classes, during recess,
- lunchtime and non-class time (e.g. free periods)
- Staff are aware of their specific responsibilities related to student supervision
- Staff are trained in first aid and adequate first aid facilities are available based on the school
- environment and the types of activities taking place
- procedures are in place for students who are required to arrive at or depart from the College outside the normal school day. Students arriving late or leaving early are required to sign in or out through Student Reception
- the risks in the physical and online school environment are considered when determining the arrangements for the supervision of students
- Parents and Caregivers are informed and involved in matters related to child safety and wellbeing, as outlined in the Child Safe Standards (Ministerial Order No. 1359).

Supervision During Classes

- Students are to be supervised during all classroom activities, whether the activity is part of the regular classroom routine or not.
- Students are to be supervised between classes, during breaks and non-class times.
- If the classroom teacher needs to leave the classroom, they must ensure another VIT registered teacher is supervising the class.
- School officers, education support staff, trainee teachers, 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.
- Classroom teachers must supervise students during presentations from guest speakers or activities run on-site by external providers.
- 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 College's ICT Acceptable Usage Policy.

- 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.
- Classroom teachers should implement evidence-based practices, such as setting clear rules for behaviour expectations, establishing boundaries and creating consistent classroom routines.
- Classroom rules are designed at the start of each year to highlight expectations, set appropriate boundaries and assist the smooth conduct of the class.
- During study periods, Year 12 students are required to have their attendance recorded by the supervising teacher. Year 11 students are required to sign in at the Library at the commencement of each study period

Yard duty

- A yard duty roster showing designated areas is used for supervision of the school yard before school, during school breaks and after school. This roster and the Duty Handbook can be found on the portal Ametur under school operations. Staff are encouraged to take their mobile phone with them on duty. High-vis vests can be collected from the staff bench in the staffroom for after school duty.
- Teachers must be visible and active in their designated area during yard duty until they are relieved by the next supervising teacher.
- 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.
- Staff members on yard duty must follow the school procedures for responding to accidents and incidents within the school grounds.
- Staff are to identify potential risks and take appropriate measures to mitigate against those risks when on yard duty.
- Out-of-Bounds areas are clearly identified and communicated to staff and students
- The yard duty roster is maintained by the Head of School Operations and replacement of yard duty supervisors is organized by the Daily Organiser
- Information regarding the responsibilities and duties for supervising teachers and education support staff can be found in the Duty Manual found on the Ametur portal under College Operations.

Online and remote learning activities

- 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.

- 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.
- The College uses CANVAS as its online learning platform. All online learning is recorded and kept for a minimum of 90 days.

Changes to school operating times and alternative programs

- The College will communicate to parents and students 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 senior students use study lessons parents receive a Consent2Go outlining the requirements of all senior students during their study periods.

Off-site activities including camps, excursions and local functions

The following requirements will be followed in regard to off-site activities including camps, excursions and local functions:

- For each offsite activity, there is a designated teacher-in charge
- All teachers and assistants must refer to the teacher-in-charge for decision-making, changes in direction or programs, or issues of concern
- All teachers are responsible for all of the students in the activity
- Helpers in the activity are there to support teachers, but are not authorised to make decisions for the group
- Teachers must exercise due diligence in designing activities that take safety and care into consideration for all students, with even greater care for younger students
- Teachers need to use a method of accounting for all students at any given point during the activity
- If students need to use public toilets, they should be accompanied to the toilet block by an adult or move in groups of 3 so as to monitor their safety at all times
- A record of the activity, excursion or camp will be completed by the Teacher-in-charge of the activity, and given to the principal or principal's delegate, for approval, prior to the activity. This includes a risk assessment for the activity proposed
- Parent and Carers' consent is obtained via Consent2Go for any school arranged activity.
- Appropriate levels of supervision, including staff to student ratios are planned for any school arranged activity or program

- Any accompanying or assisting non-teaching adult is required to have a current Working with Children Check (WWCC).

Activities involving external providers – on site or off-site

The following requirements will be followed in regard to activities involving external providers, either on the school site or off-site:

- All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- External providers are required to sign in at the school main office, and wear a Visitor's Identification Label.
- External Providers must have a WWCC. The WWCC Number must be recorded by the teacher organising the activity and will be kept by the Director of Human Resources and Compliance.
- The school is responsible for students at all times, and this responsibility cannot be delegated to others.
- The classroom teacher, or teacher in charge of the group is responsible for the group at all times.
- When an external provider is involved in working with a class or group of students a teacher will be present throughout the activity. E.g. swimming, camp activities, guest speaker on site.
- A record of the activity, incursion, excursion or camp will be completed on Consent2Go by the teacher-in-charge of the activity, and given to the Deputy Principal overseeing the activity, for approval, prior to the activity.
- If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers in the school, e.g. music lessons
- If external providers, such as psychologists are providing one-to-one support, the schedule is monitored by the Deputy Principal. Clinical Access Arrangement forms must be completed by parents and provider prior to the arrangement commencing.

Before and after school supervision

A sufficient number of teachers must be present to supervise students as they arrive and leave before and after school. A minimum of ten minutes of supervision must be provided before and after school.

- The school yard will be unlocked and supervised for 8.00am before the start of school and for 3.30pm after the end of school classes. Students who remain in the school grounds after 3.30pm will be directed to the library. After the library closes, students will be directed to the school office to await collection by their Parents and caregivers. If the Parents and caregivers do not come to collect their children within 15 minutes, a phone call will be made to the Parents and caregivers or the emergency contact if the Parents and caregivers cannot be contacted.

- The school is committed to ensuring student safety however parental/guardian/carer co-operation is essential to managing safety issues immediately before and immediately after school.
- As applicable, school activities (such as sport or band practice) arranged before or after school, will have appropriate supervision in place for attending students depending on the time and location of the activity.
- Parents and caregivers will be informed of the school's supervision arrangements and when alternative timetables occur
- In the event that a scheduled supervisor is absent, the Daily Organiser will ensure that supervision responsibilities are reallocated to an appropriate staff member
- The College provides supervision of students after school using public transport in the following areas; Jasper Road Gate, Robert Street Crossing, Bus Stop on Jasper Road

This policy will be implemented in conjunction with related policies. All supervising staff, including part-time teachers, replacement teachers and casual relief teachers are required to familiarise themselves with policies relating to the supervision of students.

Workplace learning and offsite external provision

The School Environment includes workplace learning settings where students undertake:

- Structured Workplace Learning (SWL)
- School-based Apprenticeships and Traineeships
- school community work/volunteering.

In accordance with Ministerial Order 1412 – Structured Workplace Learning Arrangements and Ministerial Order 1413 – *Work Experience Arrangements*, the employer has the duty as to the care and control of the student whilst the student is engaged at the workplace of the employer and/or under the supervision of the employer (or the supervisor(s) nominated by the employer to undertake direct supervision of the student) under the SWL or Work Experience Arrangement.

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 the Parents or Carers (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.

Principals retain the duty of care for senior secondary students who are engaged in external educational programs at other schools, Registered Training Organisations (RTOs) or institutions. Where the school shares responsibility for delivering a senior secondary or

foundation secondary course with another provider, there must be evidence in the form of a copy of a written agreement between the school and the provider stating how the requirements of the minimum standards for delivery of a senior secondary or foundation secondary course will be met. The agreement must detail the provider's obligations regarding the supervision of students.

Implementation

This policy will be implemented through a combination of:

- staff training
- effective communication and incident notification procedures
- effective record keeping procedures
- initiation of corrective actions where necessary.

Related School Policies

- Student Behaviour Policy
- Child safety risk assessment
- Child Safety Code of Conduct
- Duty of Care Policy
- First Aid Policy and Procedures
- Bullying Prevention Policy
- Respectful Relationships Policy

Legislation and standards

Education and Training Reform Act 2006 (Vic)

Education and Training Reform Regulations 2017

Ministerial Order No. 1359

VIT Code of Conduct

Policy History and Review

At OLSH College, we are committed to continuous improvement of our policies and practices. We intend this policy to be a dynamic document that will be regularly reviewed to ensure it is working in practice and updated to accommodate changes in legislation or circumstance.

Responsibility	Principal and College Leadership Team
Reviewed and revised	September 2022, September 2024, August 2026
Next review date	August 2026