



VIC-EDU-P-040 Supervision of Students Policy

1. Policy Scope

This policy applies to all school staff at MacKillop Family Services ('MacKillop Education'), including teachers, education support staff, casual relief and pre-service teachers, and students and parents/guardians/carers (referred to as 'guardians'). The policy outlines the supervision arrangements for students.

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, guardians, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

To outline MacKillop Education's supervision arrangements for students. These supervision arrangements reflect our duty of care to ensure the safety and wellbeing of all students.

Policy statement

At MacKillop Education, the supervision of students is the responsibility of all staff. Generally, teachers are expected to take such measures, as are reasonable in the circumstances, to protect a student under their charge from reasonably foreseeable risks of injury or child abuse.

The Campus Principal has responsibility to ensure that the *VIC-EDU-P-050 Duty of Care Policy* is implemented, and adequate supervision of student arrangements are in place and communicated to all staff.

Classroom Supervision

The teacher and the education support staff member are responsible for the supervision of all students in their care during class. The teacher takes responsibility for the delivery of curriculum with the education support staff member focusing on learning engagement.

The teacher and education support staff member work collaboratively to ensure that all students are always supervised. If this is not possible, then they must notify the Campus Principal or a Local Leadership Team (LLT) member to ensure that other arrangements are put in place to ensure continued supervision.

Assisting students to regulate their emotions

To assist regulation, all students have a safety plan and staff utilise Therapeutic Crisis Intervention strategies. This enables a student to return to a baseline presentation and preparedness to engage in learning. On occasions this will mean that the student will leave the classroom. Staff will monitor students and coregulate, as required.

At times a staff member may assist a student to coregulate and/or follow their safety plan offsite. For the safety of both the student and the staff members, it may be necessary to supervise a student from a distance. In these circumstances staff should make every reasonable effort to ensure that the student remains in their line of sight.

Before and After School

MacKillop Education does not provide before or after school care for students. To ensure student safety, it is expected that students will arrive and depart at the nominated start and end times of their school program.

Staff are available in the designated drop off/pick up areas for handover during the 10 minutes before and after the school day.

If a student arrives at school before supervision commences at the beginning of the day, the Campus Principal or nominee staff member will, as soon as practicable, follow up with the guardian to:

- advise of the supervision arrangements before school
- request that the guardian make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Campus Principal will ensure the student continues to be supervised and the Campus Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the guardians
- attempt to contact the emergency contacts
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Yard Duty

At MacKillop Education it is expected that school staff support the provision of structured activities and model safe play during recess and lunchtimes.

The Campus Principal, or their delegate is responsible for preparing and communicating the campus yard duty roster arrangements. This will include supervision of all yard zones on their campus site.

On days of extreme weather, students will be supervised indoors using a modified duty roster.

Yard Duty Responsibilities

Staff will:

- collaborate with other staff to ensure continued supervision of all zones
- move around the designated zone ensuring active supervision of all students
- provide and explicitly model structured activities and support students to engage safely and respectfully
- ensure any unknown visitors do not interact with students and report to the school office.

- respond to any incidents and log any incidents or near misses in Family Journey
- advise the Campus Principal or a LLT member if they are unable to perform their supervision duties.

School activities, camps and excursions

Appropriate supervision will be planned for school activities, camps and excursions on an individual basis, depending on the activities to be undertaken and the level of potential risk involved. The supervision requirements are outlined in the *VIC-EDU-P-035 Excursions Policy*.

Non-MacKillop Education staff undertaking child-related work

- The school is responsible for students at all times, and this responsibility cannot be delegated to others.
- If external providers are working with students one-to-one or with small groups, they will be within line of sight of MacKillop Education staff in the school, e.g. music sessions, art sessions, mentoring.
- If external allied health professionals are providing one-to-one sessions, there will be oversight by a LLT member or their delegate.
- When an external provider is working with a class or group of students a MacKillop Education staff member will be present throughout the activity
 - External Providers working directly with students must have a VIT registration or a WWCC. The VIT registration number or the WWCC Number must be recorded and verified by MacKillop Education. Refer to *VIC-EDU-P-032 Working With Children Check Policy*

Driving students

MacKillop Education staff may not drive a student in a MacKillop or approved private vehicle without both:

- a) Campus Principal/ Program Leader approval; and
- b) Guardian consent.

The staff member should report to a LLT member the time they commence transporting the student and the time at which the student leaves the vehicle.

In a crisis, if prior consent is not able to be obtained, the guardian and LLT member must be informed as soon as practicable.

Supervision of students in an emergency

In emergency circumstances MacKillop Education will follow the Emergency Management Plan as outlined in the campus Emergency Response Procedures Manual, including with respect to supervision.

In the event of any mandatory period of remote learning MacKillop Education will follow the operations guidance issued by the Department of Education and Melbourne Archdiocese Catholic Schools.

Supervision of students in Vocational Education and Training

For students undertaking VET Certificates at The Gordon TAFE, or other nominated TAFE provider, MacKillop Education signs an annual VET Purchasing Contract with TAFE. This contract outlines the

agreed responsibilities of MacKillop Education and the TAFE in relation to students' supervision and Child Safety.

Supervision of students undertaking workplace learning and school-based apprenticeships

For work experience, structured workplace learning and school-based apprenticeships, MacKillop Education uses the Department of Education Work Experience Arrangement Form or the Structured Workplace Learning form and process. These forms include the agreed responsibilities of each party, and the Campus Principal (or delegate) is the final signatory to the agreement.

When students are undertaking work experience, structured workplace learning and/or school-based apprenticeships each student is visited at least once in the workplace (or a phone call is made for placements that are not local) by a member of staff to check on supervision and suitability of placement.

Permission for senior school students to leave the school grounds

The Campus Principal may permit senior school students to leave the College grounds at recess, lunchtime or in VCE, VM/VPC/VET independent study sessions in conjunction with the permission of their guardian. Students must then seek the permission of their Key Teacher prior to leaving the school grounds.

3. Responsibilities

Campus Principal and Local Leadership Team

The Campus Principal, and Local Leadership Team, are responsible for ensuring that there is a well organised and responsive system of supervision in place during school hours, before and after school, and on school excursions, camps and other school activities.

- The Campus Principal will ensure that guardians are informed of the *VIC-EDU-P-040 Supervision of Students Policy*. Guardians will be made aware that students who attend school outside established supervision times may not be supervised and may not receive the care that is normal during the school day.

School staff

School staff are responsible for following reasonable and lawful instructions from the Campus Principal, and Local Leadership Team, including instructions to provide supervision to students at specific dates, times and places. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Guardians

Guardians are responsible for ensuring that their child does not attend outside of the designated student school times unless specifically arranged with the Campus Principal or LLT member.

4. Related legislation, policy, guidelines and resources

- Campus Emergency Response Procedures Manuals
- Melbourne Archdiocese of Catholic Schools (MACS)
- VIC-EDU-P-032 Working With Children Check Policy
- VIC-EDU-P-035 Excursions Policy
- VIC-EDU-P-050 Duty of Care Policy

5. Approval and Review Details

Approval and Review	Details
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