



# Supervision Procedures

## Purpose

These procedures outline the processes in place at Emmaus College to implement the College's Supervision Policy.

## Procedures

### 1. Supervision responsibilities during school hours

#### 2. Classrooms

- 2.1. Students are to be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular classroom routine.
- 2.2. Teachers are responsible for supervising the students in their class at all times while they are in charge of their class.
- 2.3. If a teacher must leave their classroom for any reason, they must ensure that another authorised teacher is supervising the class.
- 2.4. School officers, education officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of the designated teacher. Trainee teachers, school officers, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher.
- 2.5. Teachers must consider the safety and wellbeing of students, with greater care and consideration for younger students or those at risk. Adequate, age-appropriate supervision that considers the nature of activities, plant and equipment being used, proper handling of any hazardous substances and use of relevant protective equipment must be provided.
- 2.6. 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 or students at risk.
- 2.7. Teachers should establish classroom rules that highlight behaviour expectations, set boundaries and assist in establishing classroom routines and practices.

#### 3. Yard Duty

- 3.1. Teachers are responsible for following reasonable and lawful instructions from the College Principal including instructions to provide supervision to students at specific dates, times and places and in a way that identifies and mitigates risks to child safety and wellbeing.
- 3.2. All teaching staff may be required to participate in the school yard duty roster and school supervision requirements and must follow the College procedures for responding to accidents and incidents within the school grounds or in the immediate vicinity of the school, such as bus and tram stops used by students.

- 3.3. Teachers must be visible and active during supervision and are to remain on duty in the designated area until they are replaced by the next supervising teacher.
- 3.4. The College Principal will identify potential hazards and risks on the school grounds and take appropriate measures to mitigate these.
  - 3.4.1. A yard duty roster showing designated areas is used for supervision of the school yard before school starts, during school breaks and at the end of the day's classes.
  - 3.4.2. Yard duty teachers should wear high-visible vests and take a school walkie-talkies from the main staff room at Vermont South and student services at Burwood. All first aid kits can be retrieved from the first aid rooms at Vermont South and Burwood.
  - 3.4.3. Teachers are to be visible and active during yard duty.
  - 3.4.4. Teachers are to remain on duty in the designated area until they are replaced by the next teacher.
  - 3.4.5. Teachers are to identify potential risks and take appropriate measures to mitigate those risks when on yard duty
  - 3.4.6. Teachers must not use their personal mobile phones while on yard duty, unless in an emergency.
- 3.5. The Yard Duty Procedure and roster is located in the main staffroom and online via Emmlink
  - 3.5.1. The Director of Daily Organisation is responsible for maintaining the roster and any substitutes and alternative timetable procedures
- 3.6. The Yard Duty Procedures specify the responsibilities and duties for supervising teachers and the location of equipment to be taken on yard duty.

#### 4. Before and after school supervision

- 4.1. Students will be supervised at the Vermont South and Burwood campuses, in accordance with the Yard Duty Procedures:
 

**Monday to Thursday.** 8.15am – 3.40pm or until the last bus leaves.

**Friday.** 8.15am – 3.30pm or until the last bus leaves.

Students are not permitted to access the buildings outside these times unless accompanied or authorised by a teacher.
- 4.2. The College is committed to ensuring student safety and parental/guardian/carer co-operation is essential to managing safety issues immediately before and immediately after the school day.
- 4.3. As applicable, College activities (such as sport or music practice) arranged before or after College, will have appropriate supervision in place for attending students depending on the time and location of the activity.
- 4.4. Parents/guardians/carers will be informed of the College's supervision arrangements and 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.
- 4.5. 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.
- 4.6. Any queries or points of clarification should be referred to the Principal or Deputy Principal.

## 5. College entry and exit points

- 5.1. The College Principal has organised supervision of entry and exit points that consider:
  - 5.1.1. road traffic conditions
  - 5.1.2. designated pick up and drop off areas
  - 5.1.3. other public transport considerations
- 5.2. Public transport and transport organised by the College.
  - 5.2.1. The College is not obliged to supervise students using public transport outside school hours, but it is expected that students will adhere to the Student Code of Conduct and the Student Behaviour Policy while waiting at the bus stop on the College grounds or at the bus stops in close vicinity to the College.
  - 5.2.2. Students, who travel on the charter bus service, must adhere to the College and Bus Service behaviour agreement, in addition to the Student Code of Conduct and the Student Behaviour Policy.
- 5.3. Similar to public transport, staff are not required to supervise transport outside school supervision hours, however, the College's chartering bus companies for travel to and from the College should have clear behaviour expectations for the driver and students and follow relevant Procurement and Risk Management Policies to ensure child safe procedures are followed.
- 5.4. Parents/guardians/carers have primary responsibility for their child/ren's travel to and from the College.

## 6. Offsite activities and excursions

- 6.1 For all supervision requirements for offsite activities and excursions, refer to the [Excursion, Camps and Travel Policy](#) and [School Excursions Procedures](#).

## 7. Activities involving external providers – onsite

- 7.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.
- 7.2. Refer to the College's relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.
- 7.3. All visitors must sign into the College on arrival and adhere to the College's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 7.4. External providers are required to register on passtab at the College reception and wear a Visitor's Identification Card.
- 7.5. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the responsible person or the teacher in charge.
- 7.6. Supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 7.7. The classroom teacher, or teacher in charge of the group is responsible for the group at all times. Visiting speakers do not have the authority to supervise students in schools.
- 7.8. 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 coach, guest speaker on site.
- 7.9. A record of the activity is completed on the EOTC, where it is considered by the Organisation Committee for approval.

- 7.10. If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers or staff in the College, e.g., music lessons, National Disability Insurance Scheme (NDIS) providers.
- 7.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by a designated member of staff.
- 7.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions will be supervised by those institutions; however, must follow the College Code of Conduct and Behaviour Policy at all times.

## 8. Online and remote learning activities

Where periods of online learning occur the appropriate use and management of digital technology are outlined in the College IT Acceptable Use Policy

## 9. Changes to College operating times and alternative programs

- 9.1. The College will communicate to staff and students and parents/guardians/carers any changes to the operating times.

## Definitions

### Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse ([Ministerial Order No. 1359](#)).

### College environment

Means any of the following physical, online or virtual places used during or outside College hours:

Means any of the following physical, online or virtual places used during or outside College/service hours:

- a campus of the College
- online or virtual school/service environments made available or authorised by the College for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the College/service or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation, delivery of education and training, sporting events, excursions, competitions and other events) ([Ministerial Order No. 1359](#)).

### College staff

Means an individual working in the College/service environment who is:

- directly engaged or employed by the College/service governing authority
- a contracted service provider engaged by MACS or MACSEYE (whether or not a body corporate and whether or not any other person is an intermediary) engaged to perform child-related work for the College
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS ([Ministerial Order No. 1359](#)).

## Duty of care

Duty of care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps a school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

## Student

Student means a person, who is enrolled at the College or attends a MACS school.

## Volunteer

A person, who performs work without remuneration or reward at the College or for MACS or a MACS school in the school environment.

## Yard duty

The duty given to teachers to supervise students inside and outside College buildings during break times, or after/before school.

## Related policies and documents

### Supporting documents

Yard Duty Procedures

### Related MACS policies and documents

Supervision Policy for MACS Schools

Supervision Procedures for MACS schools

Child Safety and Wellbeing Policy

First Aid Policy

Teacher Registration Policy

Working with Children Check Policy

## Policy information table

Approving authority	Director, Learning and Regional Services
Approval date	1 November 2023
Major review by	March 2025
Publication details	CEVN
Emmaus College Review	May 2025
Next Review	May 2028