



## Supervision Policy

Antonine College is owned, operated and governed by the Maronite Antonine Sisters (MAS). The College operates with consent of Melbourne Archdiocese Catholic Schools LTD (MACS).

### 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 occurring in online environments.
- Activities involving external providers.
- School sponsored activities that occur outside school hours.

### Principles

The following principles underpin this policy:

- Members of the school community have an individual and collective responsibility and duty of care to ensure and promote the safety and wellbeing of all students.
- Schools have robust, structured risk management procedures and processes that help maintain a child safe environment.

### Policy

Supervision will be provided to students that takes into account the degree of care needed for the protection of students and having regard to:

- Their age, skill and experience.
- Any physical and/or intellectual impairments.
- Medical conditions.
- Cultural and/or linguistic background.
- Known behavioural characteristics.
- The nature of activities being undertaken and hazards.

Principals must ensure that appropriate arrangements are in place for student supervision before, during and after school hours, including breaks and non-class time (e.g. free periods).

Teachers are responsible for the supervision of their students in their classes when in charge of their class. School officers, trainee teachers, visiting teachers or visitors are not authorised to be responsible for a class in the absence of the designated supervising teacher.

Teachers must supervise their students during a presentation from a guest speaker. Visiting speakers do not have the authority to supervise students in schools.

Principals must ensure that staff members are aware of their specific responsibilities relating to student supervision. Sufficient teachers must be available to supervise the departure of students at the end of the school day. Increased supervision may be required based on the local school environment and age of the students.

Principals must ensure that parents/guardians/carers are regularly informed about the supervision available before and after school. Parents/guardians/carers are responsible for the care and supervision of students travelling to and from school.

Principals must ensure that staff receive first aid training and that adequate first aid facilities are available in each school consistent with the school environment and the nature of activities being undertaken.



Principals must ensure that, in line with the Attendance Policy, schools have procedures in place for students seeking to leave or arrive at the school premises throughout the school day.

Principals are to refer to the Excursions, Camps and Travel Policy to ensure that appropriate levels of supervision are planned for all excursions, camps and travel, including local excursions and class related offsite travel.

Appropriate supervision of students must be provided during periods of remote learning and online learning to always ensure the safety of students.

Principals are to ensure that the school's Supervision Policy is accessible to students and their families.

### **Roles, Responsibilities and Reporting**

<b>Role</b>	<b>Responsibility</b>	<b>Reporting requirement (if applicable)</b>
Principal	Ensure that policies for the care, safety and welfare of students are published	Annual attestation to the Board

### **Procedures**

Mandated procedures for the implementation of this policy and which apply in ACL are documented separately.

Procedures for the supervision of students in each school for on-site activities, yard duty, activities involving external providers held on-site and activities organised by the school that are held out of school hours must be documented and contextualised for the school environment and population using the approved ACL template.

For procedures regarding offsite supervision, refer to Excursions, Camps and Travel Policy and relevant procedures.

### **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).

#### **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.

#### **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.

#### **Melbourne Catholic Archdiocese Schools Ltd (MACS)**

MACS is a reference to Melbourne Archdiocese Catholic Schools Ltd, and / or its subsidiaries, MACSS and/or MACSEYE (as the context requires).

### **Procedure**

A step-by-step or detailed instruction for the implementation of ACL policy that is mandatory.



## Risk Management

The coordinated activities to direct and control an organisation regarding risk.

## School environment

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

- A campus of the school.
- Online or virtual school environments made available or authorised by ACL for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services).
- Other locations provided by the school 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).

## School staff

Means an individual working in a school environment who is:

- Directly engaged or employed by a school/service governing authority.
- A contracted service provider engaged by ACL (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for ACL.
- A minister of religion, a religious leader or an employee or officer of a religious body associated with ACL (Ministerial Order No. 1359).

## Student

Student means a person who is enrolled at or attends ACL.

## Volunteer

A person who performs work without remuneration or reward for ACL in the school environment

## Yard Duty

The duty given to teachers to supervise students inside and outside school buildings during breaktimes.

## Related School Policies

Student Behaviour Policy  
Child Safe Policy  
Child safe risk assessment  
Child Safety -Code of Conduct  
Duty of Care Policy  
Excursion,Camps and Travel Policy  
First Aid policy  
Teacher Registration Policy  
Bullying Prevention Policy

## Policy Information Table

<b>Responsible person</b>	ACL Principal
<b>Policy owner</b>	ACL Principal
<b>Approving authority</b>	College Executive
<b>Approval date</b>	January 2023
<b>Risk rating</b>	High
<b>Date of next review</b>	May 2025
<b>Publication details</b>	CEVN website; school website