



St John the Apostle Supervision Policy for MACS Schools



Introduction

Melbourne Archdiocese Catholic Schools Ltd (MACS) as the owner and governing authority of MACS schools, has a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision. This policy requires MACS schools 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 environment, including:

- all indoor and outdoor activities
- activities occurring in online environments
- activities involving external providers
- school sponsored activities that occur outside school hours.

Scope

This policy applies in all MACS schools to principals, staff, volunteers, students and families.

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 must be provided to students that considers the degree of care needed for the protection of students and having regard to:

- 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 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 in MACS schools are to ensure that the school's Supervision Policy is accessible to students and their families. The approved MACS policy and procedures templates are to be used by MACS schools to contextualise this policy for the school environment.

Roles, responsibilities and reporting

Role	Responsibility	Reporting requirement (if applicable)
Principal	Ensure that policies for the care, safety and welfare of students are published	Annual attestation to the Executive Director

Procedures

Mandated procedures for the implementation of this policy and which apply in MACS schools 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 MACS 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).

MACS school or school

A school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by MACS, directly or through MACSS (as the context requires). References to schools or MACS schools also includes boarding premises of schools operated by MACS and specialist schools operated by MACSS.

Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS)

Melbourne Archdiocese Catholic Specialist Schools Ltd, a wholly owned subsidiary of MACS established to conduct and operate specialist schools.

Principal

Individual appointed by MACS as principal in a MACS school.

Procedure

A step-by-step or detailed instruction for the implementation of MACS policy that is mandatory across MACS and MACS schools.

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 MACS or a MACS school 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 MACS (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS ([Ministerial Order No. 1359](#)).

Student

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

Volunteer

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

Yard duty

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

Related policies and documents

Supporting documents

Supervision Policy – Template for schools
Supervision Procedures – Template for schools

Related MACS policies and documents

Bullying Prevention Policy
Child Safety and Wellbeing Policy
Child Safety – Code of Conduct
Duty of Care Policy
Excursions, Camps and Travel Policy
First Aid Policy
Risk Management Policy
Student Behaviour Policy
Teacher Registration Policy
Working With Children Check Policy

Legislation and standards

Education and Training Reform Act 2006 (Vic.)
Education and Training Reform Regulations 2017

Policy information

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Student Wellbeing
Approving authority	MACS Executive Director
Assigned board committee	Child Safety and Risk Management
Approval date	21 November 2023
Risk Rating	High
Preliminary Review by	
Major review by	March 2025
Publication	CEVN, School website

POLICY DATABASE INFORMATION	
Assigned framework	Care, Safety and Welfare of Students
Supporting documents	See list of supporting documents and related policies above
Superseded documents	Supervision of Students – Template for Schools – v2.0 – 2022 Supervision of Students – Template for Schools – v1.0 – 2021
New policy	