Melbourne Archdiocese Catholic Schools

Supervision Policy for MACS Schools

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (**MACS**) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (**MACSS**) to provide educational services to children with diverse learning needs and Melbourne Archdiocese Catholic Schools Early Years Education (**MACSEYE**) to provide early years care and education services.

The Statement of Mission in the MACS Constitution, and the constitutions of its subsidiaries, MACSS and MACSEYE, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

As the owner and governing authority of MACS schools, MACS has a duty of care to ensure the safety and wellbeing of all students by always ensuring appropriate supervision of students. This policy requires MACS schools to take reasonable steps to protect students from any harm that could have been foreseen.

2. Purpose

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

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

3. Scope

This policy applies in all MACS schools, including specialist schools operated by the MACS subsidiary, MACSS (**MACS schools**) and school boarding premises operated by MACS schools, and applies to Principals, Employees, Contractors and Volunteers (collectively **Staff)**, Students, and Parents and Carers.

4. Principles

The following principles underpin this policy:

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

5. 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:

- age, skill and experience
- physical and/or intellectual needs
- medical conditions
- cultural and/or linguistic background
- known behavioural characteristics
- the nature of activities being undertaken and associated 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 in line with the school's Attendance Policy are in place for students seeking to leave or arrive at the school premises during the school day
- the risks in the physical and online school environment are considered when determining the arrangements for the supervision of students
- Parents and Carers are informed and involved in matters related to child safety and wellbeing, as outlined in the Child Safe Standards (Ministerial Order No. 1359).

Principals must use the Supervision Policy for MACS Schools and document their school's Supervision of Students Procedures using the approved template. Principals must ensure that these documents are accessible to staff, students and Parents and Carers and that the school community is informed when this policy and procedures are updated.

5.1 Supervision of students during classes

Teachers are responsible for supervising their students during class. Education support staff, trainee teachers, MACS case workers, guest speakers, external providers, and visitors, including instructors providing religious instruction, are not authorised to supervise students. Teachers must remain responsible for supervision during all presentations and activities conducted onsite by external providers.

Appropriate supervision of students must be provided during periods of online and remote learning to ensure student safety. This responsibility is shared between the school and Parents and Carers. The use of digital technologies by staff and students must adhere to the principles as outlined in the school's ICT Acceptable Use Policy – Students and Code of Conduct for MACS Staff.

5.2 Supervision of students before and after school

A sufficient number of teachers must be present to supervise students as they arrive and leave before and after school. Increased supervision may be required based on the local school environment and the age of the students. A minimum of ten minutes of supervision must be provided before and after school.

Principals must ensure that Parents and Carers are regularly informed about the supervision of students available before and after school.

5.3 Supervision of students on transport organised by the school

Principals retain a duty of care for students traveling on any transport organised by the school, including between school campuses and for any school-arranged activity or program.

Principals must ensure:

- Parents and Carers' consent is obtained before students travel on any school-arranged transport

- they refer to the school's Excursions, Camps and Travel Policy to allocate appropriate levels of supervision, including staff to student ratios, for all excursions, camps and travel, including local excursions, class-related offsite travel and education-program related travel
- appropriate levels of supervision, including staff to student ratios, are planned for any transport between school campuses, for any school-arranged activity or program.

Parents and Carers are responsible for the care and supervision of students travelling to and from school.

5.4 Workplace learning and offsite external provision – secondary schools only

The School Environment includes workplace learning settings where students undertake:

- Structured Workplace Learning (SWL)
- Work Experience
- 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.

School community work

Students may participate in school community work, if it is on a voluntary basis. The school community work must:

- support the student's learning and career development
- directly benefit the community
- be organised by the school
- be approved by the Principal.

Students must not receive any remuneration or reward for school community work. The Principal is responsible for managing the risks associated with school community work and must take all reasonable steps to ensure that students are safe when volunteering with host organisations. The Principal should ensure that students will be:

- directly supervised by persons who are suitably qualified and/or experienced and competent at the relevant tasks students undertake during their school community work
- engaged in tasks suitable for their maturity, skills and qualification level.

6. Roles and reporting responsibilities

Role	Responsibility	Reporting requirement
Principal	Maintain school compliance with all legislative requirements.	Annual attestation as part of the annual report to the school community
Principal	Implement the school's Supervision Policy and document the procedures in all School Environments using the MACS template.	Annually reviewed by the Principal
Principal	Ensure that this policy is publicly available.	Annual attestation as part of the annual report to the school community
Principal	Inform the school community when this Policy and the school's procedures are reviewed and updated.	Authorised communication channels in the school
Teachers	Adhere to the supervision requirements as outlined in the school's Supervision Policy and Procedures.	Report to the Principal, as directed by the Principal

7. Procedures

Principals must document how students will be supervised for onsite activities, yard duty, school-arranged transport including between campuses (where applicable), activities with external providers, and after-hours activities organised by the school. This documentation is to be contextualised to the school's specific needs and environments using the approved MACS template. For procedures regarding offsite supervision of students, refer to Excursions, Camps and Travel Policy and relevant procedures.

8. Definitions

Definitions of standard terms used in this Policy can be found in the Glossary of Terms.

Carer

Refers to permanent care, foster care and kinship care arrangements.

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.

Parent

A person that has parental responsibility for a child. This may include a biological parent or another person who has been granted parental responsibility by a court order.

Parental responsibility

All of the duties, powers, responsibilities and authority which, by law, parents have in relation to children.

School community work

School community work, defined in section 5.6.1 of the *Education and Training Reform Act 2006* (Vic), means community work engaged in by a student of a registered school and approved by the school Principal as school community work, volunteering activities as part of their school program.

Structured Workplace Learning

Structured Workplace Learning (SWL) provides students with the opportunity to integrate on-the-job experience with secondary study as part the Victorian Certificate of Education (VCE), the VCE

Vocational Major (VCE VM) or the Victorian Pathways Certificate (VPC). All SWL Arrangements must comply with Ministerial Order 1412 – Structured Workplace Learning Arrangements. The Structured Workplace Learning Arrangement Form (PDF) and any form(s) related to the placement must be completed and signed before the SWL placement commences.

Work Experience

Work Experience is the short-term placement of secondary school students, generally during Years 9 and 10, with employers to provide insights into industry and the workplace. All Work Experience Arrangements must comply with Ministerial Order 1413 – Work Experience Arrangements. The Work Experience Arrangement Form and any form(s) related to the placement must be completed and signed before the Work Experience placement commences.

Yard duty

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

9. Related policies and documents

Supporting documents

Supervision of Students Procedures

Related MACS policies and documents

Attendance Policy
Bullying Prevention and Response
Policy Child Safe Recruitment
Procedures Child Safety and Wellbeing
Policy
Child Safety Code of Conduct
Child Safety Risk Register
Code of Conduct for MACS Staff
Excursions, Camps and Travel Policy
Emergency Management Plan
First Aid Policy
ICT Acceptable Use Policy
Risk Management Policy
Student Behaviour Support Policy

10. 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 information

Responsible executive	Director, Education Excellence
Policy owner	Chief of Student Services
Approving authority	Executive Director
Assigned board committee	Child Safety and Risk Management
Approval date	29 October 2025
Risk Rating	High
Review by	October 2028

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 Policy for MACS Schools – v1.0 - 2023 Supervision of Students Policy – Template for Schools – v2.0 – 2022 Supervision of Students Policy – Template for Schools – v1.0 – 2021