

## SUPERVISION OF STUDENTS POLICY



### Help for non-English speakers

If you need help to understand this policy, please contact the MFG General Office on (03) 4243 0500

### PURPOSE

The purpose of this policy is to explain to staff MFG's supervision procedures including yard duty procedures and expectations for the appropriate supervision of secondary students. Appropriate supervision is an important strategy to keep children safe, monitor student behaviour, and enables staff to identify and respond to possible risks at school as they arise.

To ensure that school staff understand their responsibilities relating to the supervision of students.

### YARD DUTY

The Principals are responsible for ensuring that there is a well-organised and responsive system of supervision and yard duty in place during school hours, before and after school, and on school excursions and camps.

This policy applies to all teaching and non-teaching staff at MFG, including education support staff, casual relief teachers and visiting teachers.

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

### POLICY

MFG's grounds are supervised by school staff from 8.45am until 3.45pm. Outside of these hours, school staff will not be available to supervise students.

Students who may wish to attend school outside of these hours are encouraged to enter the buildings and sit quietly in a student area or to go to the school Library. Student areas include the locker area on HFC, the foyer of the Freeman Level, outside areas on both sites and the Library.

All teaching staff at MFG are expected to assist with yard duty supervision and will be included in the term roster.

The Principal and Daily Organiser/Leader of Staffing are responsible for preparing and communicating the yard duty roster on a regular basis. At MFG designated areas of the school, other than those deemed out of bounds for students will be supervised during all scheduled supervision times.

The designated yard duty areas for our school, as at Term 1, 2022) are:

Zone	Area
Zone 1	Merrya Building and its surrounds
Zone 2	HFC site
Zone 3	Embling Building

School staff must wear a provided safety/ hi-vis vest whilst on yard duty. Safety/hi-vis vests will be stored in the Staff Room and each staff member has been provided with their own hi-vis vest.

Staff who are rostered for yard duty must remain in the designated area until they are replaced by a relieving teacher.

BEFORE SCHOOL	MAIN CAMPUS	HFC
You are to be at the main gate on the campus you are assigned. You are to have your detention book and monitor all students passing through the gates for Uniform. The second person on HFC is to patrol the toilets and other “hiding spaces” for students doing the wrong thing.	All the main campus. On wet weather days the duty will be transferred to the rooms opened for student use. At the start of Recess and Lunch have a focus on the canteen area. Also monitor the Playground for appropriate use of the equipment and adherence to the safety rules.	All of the Fraser campus and have a focus on the locker areas and the blind spots. Check that the doors to the S’Hearts room is locked. Check that students are not unsupervised in classrooms unless it is a wet-weather day.

During yard duty, supervising school staff must:

- methodically move around the designated zone be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed in the yard
- where safe to do so, approach any unknown visitor who is observed on school grounds without a clear legitimate purpose, and ensure they have a visitor pass and have signed in (excluding drop off and collection periods)
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school’s Student Engagement policy
- ensure that students who require first aid assistance receive it as soon as practicable
- log any incidents or near misses as appropriate on Compass and report to the Administration Office
- Implement COVID safety principles and guidelines in line with the school’s COVID Safety Management Plan

If being relieved of their yard duty shift by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief, but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen during the first shift.

If the supervising teacher is unable to conduct yard duty at the designated time, they should contact the Daily Organiser with as much notice as possible prior to the relevant yard duty shift to ensure that alternative arrangements are made.

If the supervising teacher needs to leave yard duty during the allocated time, they should contact the Daily Organiser but should not leave the designated area until the relieving teacher has arrived in the designated area.

If a next duty teacher does not arrive for yard duty, the teacher currently on duty should send a message to the Administration office who will locate or arrange a replacement and not leave the designated area until a relieving teacher has arrived.

Should students require assistance during recess or lunchtime, they are encouraged to speak to the supervising yard duty teacher.

The classroom teacher is responsible for the supervision of all students in their care during class.

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact main office/House Leader/PCO Team for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

The Principal and Leadership Team are responsible for ensuring that students are appropriately supervised during all 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.

## **Classroom**

The classroom teacher is responsible for the supervision of all students in their care during class.

If a student needs to leave or exit the classroom, then the student has a signed note in their MFG diary from their classroom/supervising teacher

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact a Principal or a Leading Teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

## **School activities, camps, and excursions**

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps, and excursions, including when external providers are engaged to conduct part or all the activity. 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, and will follow the supervision requirements in the Department of Education and Training [Excursions Policy](#).

## **Digital devices and virtual classroom**

MFG follows the Department's [Cyber safety and Responsible Use of Technologies Policy](#) with respect to supervision of students using digital devices.

MFG will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised in the Library.

## **Students requiring additional supervision support**

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Principal or delegate will ensure arrangements are made to roster additional staff as required. This may include on yard duty, in the classroom or during school activities.

## **Workplace learning programs**

When students are participating in workplace learning programs, such as work experience, school-based apprenticeships and traineeships, and structured workplace learning, the safety and welfare of the student is paramount. Organising staff are required to follow all applicable Department of Education and Training policies and guidelines in relation to off-site learning, including policy and guidelines on the safety and wellbeing of students. Refer to:

- [Structure Workplace Learning](#)
- [School Based Apprenticeships and Traineeships](#)
- [Work Experience](#)
- [School Community Work](#)

## Independent Study

Students are encouraged to use their study periods for homework, revision, and study at school.

Students in Years 10, 11 and 12 who have study periods during the school day are to remain in the College and study in the Library or, with a teacher's permission, one of the spare classrooms.

If study periods are at the start or the end of the day, students Year 12 students can only leave if they have completed, and returned, the parent permission and attendance agreement form which is handed out at the start of the 2023 year. Teachers may use a student's study periods to arrange for completion of missed assessment and if requested student are expected to attend. Special Assemblies may also be held, and all students must attend any set assemblies.

If a student has study periods in the morning and they are leaving at lunch, then a student needs to sign in and out of the Office. Students are required to sign the book in the Office if arriving late or leaving early – this is used to ascertain their presence at the College if there is an emergency.

Students who are studying a VCE subject through VSV or VSL will liaise with the Leader of Pathways.

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## Leaving the school grounds

Students in Year 11 are not permitted to leave the College grounds at recesses, lunchtimes or in VCE/VET independent study sessions without permission from your House Leader or your parent/carer. If it is a parent/carer request, there needs to be a note signed by your House Leader.

Year 12 students will not be allowed to leave as outlined in the permission to leave document which must be signed by parents/carers and students before students can leave early or arrive late. All students in year 12 are expected to be at school periods 3 and 4.

When a student does have permission to leave, the student is required to sign out of the Office before leaving the school.

## Supervision of student in emergency operating environments

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Discussed at staff briefings or meetings, as required
- VCE Students' Handbook
- Included in our staff handbook
- Included as a reference in our Student and Parent Updates through Compass
- Made available in hard copy from school administration upon request

Information for parents and students on supervision before and after school is available on our school website and parent reminders are sent at the beginning of each term in our Parent Update.

#### FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
  - [Child Safe Standards](#)
  - [Cyber safety and Responsible Use of Technologies](#)
  - [Duty of Care](#)
  - [Excursions](#)
  - [School Based Apprenticeships and Traineeships](#)
  - [School Community Work](#)
  - [Structured Workplace Learning](#)
  - [Supervision of Students](#)
  - [Visitors in Schools](#)

#### FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide:
  - [Supervision](#)
  - [Duty of Care](#)
  - [Child Safe Standards](#)
  - [Visitors in Schools](#)

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2025