

## SUPERVISION OF STUDENTS POLICY

### 1.0 INTRODUCTION

St Michael's Catholic Primary School, Heyfield (the School) ensures the care, safety and wellbeing of all children by providing appropriate supervision for all activities on-site and for all off-site activities, including camps and excursions. All staff share responsibility for the supervision and safety of students and are required to exercise a high standard of care through reasonable and effective supervision in and outside the classroom. Registered teachers, as the primary supervisors of students, hold a heightened duty of care and professional responsibility for ensuring that supervision arrangements are appropriate, effective and responsive to risk. The School ensures that all excursions, camps and travel are planned, implemented and conducted safely, in alignment with the Victorian Child Safe Standards and all relevant legislation and policies.

The School is required to provide appropriate, well-organised and responsive on-site supervision of students during class, recess and lunch times to support a safe and orderly learning environment. This supervision enables staff to identify and respond promptly to any risks as they arise.

Camps and excursions form an important part of the School's educational program. Staff are required to plan and lead these activities as part of their professional responsibilities. When students participate in off-site activities, the School implements additional supervision and risk-management measures to address the increased safety considerations involved in leaving the school grounds. These increased risks may arise from:

- The nature of the activity – for example, a short walking excursion within the School's vicinity presents lower risk than an overnight camp.
- A less controlled environment – the School has reduced control over external conditions, including the safety and suitability of locations and the people students may encounter.

### 2.0 PURPOSE

*The Supervision of Students Policy* (Policy) communicates expectations related to ensuring supervision practices, duty of care obligations, and risk-management procedures for both on-site and off-site learning experiences remain consistent with DOSCEL Office expectations and meet the requirements for full implementation of Ministerial Order No. 1359, which outlines the actions schools and school boarding premises must take to comply with the Victorian Child Safe Standards.

This Policy informs the *On-site and Off-Site Supervision Procedures*.

### **3.0 CATHOLIC MISSION**

The School brings to life the mission of the Catholic Church by engaging and aligning all efforts toward the achievement of DOSCEL’s vision for education: *faith-inspired educational excellence for a hope filled future.*

### **4.0 COMMITMENT TO CHILD SAFETY**

The School holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from the teaching and mission of Jesus Christ.

### **5.0 SCOPE**

This Policy fulfills the Victorian Registration and Qualifications Authority’s (VRQA) Minimum Standard for School Registration obligations, requiring the School to have policies and procedures to provide students with a safe environment where the risk of harm is minimised, students feel safe and all staff are aware of their legal obligations.

This Policy applies to all staff, children, parents/guardians/carers of the School and third-party contractors engaged by the School.

The Policy informs the School’s on-site and off-site supervision procedures.

### **6.0 POLICY OUTCOMES**

- 6.1 Staff understand their responsibilities for supervising students and apply these consistently across all school activities.
- 6.2 Student supervision is planned and delivered in ways that reflect the School’s context and needs.
- 6.3 Camps and excursions enhance student learning and form a valued component of the School’s educational program.
- 6.4 The safety and wellbeing of all participants is prioritised in every on-site and off-site activity.
- 6.5 Students learn in environments—both on-site and off-site—that meet high standards for safety, suitability and support.
- 6.6 Effective supervision systems promote student safety, wellbeing and engagement across all school settings.
- 6.7 Staff, volunteers and third-party contractors have clear roles, procedures and expectations, enabling them to supervise confidently and respond appropriately to incidents.
- 6.8 School staff supervise all activities provided by third-party contractors during school hours.
- 6.9 All students have equitable access to camps and excursions.

- 6.10 The needs of vulnerable students are identified early and these students are supported so that every learner has the opportunity to participate and succeed.
- 6.11 All camps and excursions undergo rigorous risk assessment, and appropriate supervision ratios are applied to manage risk.
- 6.12 The School provides inclusive learning experiences that are free from discrimination and aligned to the full implementation of the Victorian Child Safe Standards and Ministerial Order No. 1359 requirements.

## 7.0 COMMUNICATION

This Policy is available on the School policy portal and provided to parents upon request.

This Policy is available to staff through the staff portal and staff are annually upskilled on this Policy.

## 8.0 POLICY INFORMATION

<b>Policy Owner</b>	Governance
<b>Approving Authority</b>	DOSCEL Board
<b>Assigned Board Committee</b>	Finance, Audit and Risk
<b>Board Approval</b>	20 February 2026
<b>Risk Rating</b>	Low
<b>Implementation</b>	March 2026
<b>Review Date</b>	2029

### POLICY DATABASE INFORMATION

<b>Supporting Documents</b>	On-site and Off-Site Supervision Procedures
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