



Supervision Policy and External Provider Procedure -PP044

Introduction

Plenty River College (the College) is an independent, specialist senior secondary school and a Registered Training Organisation (RTO), delivering the Victorian Pathways Certificate (VPC) and VCE Vocational Major (VM). It provides a safe and inclusive learning environment for young people aged 15-20 years who may have been disengaged or are at risk of disengaging from education.

The College is committed to creating and providing a safe learning environment where students are appropriately supervised while they are onsite, online, offsite on campus, excursions and other activities, or engaged with an external provider in accordance with **Ministerial Order 1359 – Child Safe Standards**. The College staff have duty of care to always ensure the safety and wellbeing of all students by appropriately supervising students under the care of the College. All staff are responsible for ensuring students are adequately supervised at all times.

Purpose

The purpose of this policy is to describe how College staff will supervise and manage its students while they are under the care of the College, on College sanctioned activities within and external to the College.

This policy will ensure that:

- Staff understand their onsite, online and offsite supervision responsibilities.
- Students understand the arrangements the College has in place to manage their safety and wellbeing while they are under the care of the College.
- Parents understand the measures the College has in place to discharge its obligations to supervise and manage students.

Scope

This policy applies to members of the College Board and staff, including volunteers and contractors.

Policy

Supervision is a duty of care owed to students for their safety and wellbeing, and to protect them from foreseeable harm, abuse or injury. The College has an obligation to provide appropriate supervision of students. Also, refer to the **Duty of Care Policy**.

At the College, supervision arrangements include:

- **direct supervision** by the College VIT registered teachers;



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- **general supervision** by the College staff who have a Working with Children Clearance, and who have completed child safety and first aid training. General supervision situations include supervision duty, lunch and recess duty, and supervision of an ill student in the First Aid Room by the First Aid Officer. This can also include off site supervision during related College excursions and activities.

Implementation

The College is committed to ensuring that student in our care are protected to the best of our ability, in line with Ministerial Order 1359: Child Safe Standards – Managing the Risk of Child Abuse in Schools.

The Executive Principal is responsible for implementing this policy.

General supervision

Supervision is a duty of care owed to students for their safety and wellbeing, and to protect them from foreseeable harm. The College has an obligation to provide proper supervision of students while they are:

- onsite;
- online;
- offsite on camps, excursions and other activities; and
- engaged with an external provider (such as for VET studies).

The College has a range of policies and strategies to ensure it provides appropriate supervision. ***For online supervision, please refer to the Digital Technologies, Internet and Social Media, and Bullying and Harassment Prevention policies. For offsite supervision, please refer to the Camps and Excursions Policy, and this policy for External Provider Procedure.***

The Executive Principal is responsible for ensuring that there is a well organised and responsive system of supervision in place, such as during school hours, before and after school, at lunch time and recess, and on College excursions and camps.

The Assistant Principal/Curriculum Leader is responsible for directing staff members to undertake supervision at specified dates and times, and for compiling or adjusting the College supervision roster. These arrangements is in place after due consideration has been given to the number of students involved, the types of activity and their location, the appropriate staff to student ratios, the level of supervision required, and (where possible) gender balanced supervision. At least one College staff member will be on supervision duty to ensure that any foreseeable harm, abuse or injury is assessed, mitigated or eliminated to promote a safe and conducive learning environment. All staff are first aid trained.

Supervision arrangements include:



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- direct supervision by teachers, and other VIT registered staff (such as the Assistant Principal/Curriculum Leader) in the classroom and other face-to-face situations;
- general supervision by other adult College staff who have a Working with Children Clearance, and who have completed child safety and first aid training. General supervision situations include yard duty, lunch and recess duty, and supervision of an ill student in the First Aid Room by the Duty First Aid Officer;
- online supervision by teachers when students are participating virtually through Google classrooms or Zoom, and
- indirect supervision in situations where students are not under direct supervision by teachers but may be engaged in College activities. In these situations, students will have direct mobile phone and email contact with teachers, education support staff or welfare workers.

Direct classroom supervision

Teachers are legally responsible for the wellbeing and safety of students under their care in their classrooms and are required to:

- Arrive for classes on time,
- Supervise students in their class for the duration of the scheduled lesson,
- Manage student behaviour taking appropriate disciplinary action, when necessary,
- Provide students with guidance and any necessary support to ensure they are safe and engaged in learning.

Teachers are not permitted to leave the classroom unattended at any time during a lesson, noting that teacher's duty of care cannot be delegated. Given that a teacher's duty of care cannot be delegated, it is not appropriate to leave students unattended in the classroom unless there are appropriate or alternative teacher presence. If a teacher needs to leave the classroom during a lesson the teacher must contact the Assistant Principal/Curriculum Leader or other teachers by mobile phone or text message for assistance or advice.

In an emergency situation, teachers should use a mobile phone to contact the Assistant Principal/Curriculum Leader (or send another staff member for assistance) and enact the appropriate procedure for dealing with a critical incident or emergency. ***Please refer to the College's Critical Incident and Emergency Management Plan and Policy for further information.***

Teachers must not allow students to leave the classroom to work in other areas of the College unless under the supervision of another teacher. A student may withdraw from the classroom to attend a wellbeing interview with a youth welfare worker or the College psychologist. However, the teacher must be informed of the reason for the student's absence from class.



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Teachers must follow the College's ***Student Behaviour Management Policy*** or seek advice from the Assistant Principal/Curriculum Leader for dealing with student misbehaviour. Restrictive interventions (such as physical restraint or seclusion) may only be used in exceptional circumstances where it is immediately required and reasonably necessary to protect the safety of a student or another person. Physical restraint and seclusion are not permitted at any other time and are not permitted for disciplinary purposes. ***Please refer to the Restrictive Intervention Policy for further details.***

When at College, students will always be under the care and supervision of the College staff. A student may withdraw from the classroom to attend a wellbeing session with the Student Wellbeing Officer/Youth Welfare Officer but must inform the teacher of the reason for their absence from the classroom. Regarding student behaviour issues, teachers must comply with the Student Behaviour Management Policy.

General supervision

Supervision before and after school

Students are discouraged from arriving before 9 am as the College will not be supervised until after that time. Students will be supervised by a teacher for 30 minutes before and after school hours in the classroom i.e. from 9 – 9.30 am and 3.30 – 4 pm. All students will enter and leave the College through the Student Entrance (refer map in ***Appendix 1***).

The Assistant Principal/Curriculum Leader (or nominee) will be responsible for the Yard Duty roster for before and after school hours, and for replacing staff members when required e.g. if ill. Two College staff member will be on yard duty for 30 minutes before the start of school (i.e. 9.00 – 9.30 am) and for 30 minutes after classes are timetabled to end (i.e. 3.30 – 4.00 pm). One staff member will be required to ensure that students enter/exit the Student Entrance safely, and one staff member will be located near the Main Entrance and reception area to ensure that students safely enter/exit school property e.g. on foot. The College has the exclusive use of the school premises as indicated in Appendix 1 (College map) from Mondays to Fridays.

Drop off and pick up zones

Parents may drop off or pick up students using the parking area on the left-hand side of the driveway but are not permitted to enter the College. Parents wishing to leave a message for staff or student must visit reception. Parents may book an appointment with a College staff member in person at reception or by calling or emailing the College.

Morning recess and lunch

Students will be supervised by College staff during recess and lunch break, according to the supervision roster approved by the Assistant Principal/Curriculum Leader. This will include:



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- one staff member to supervise students in the Cafeteria;
- one staff member to supervise students in the kitchen at Recess and Lunch when preparing food e.g. toasted sandwiches, tea or coffee; and
- one staff member on yard duty outside the Student Entrance.

Student use of the kitchen during school hours will only be allowed if supervised by a staff member. Teachers and staff members supervising students in the outbreak area/kitchen must be alert and vigilant as accidents are more likely during break periods than inside the classroom. Staff members are expected to enforce safety rules and intervene immediately if dangerous behaviour is observed.

College staff must remain on duty until they are relieved by another staff member or the Assistant Principal/Curriculum Leader. If a relieving staff member does not arrive for duty, the staff member currently on duty must contact the Assistant Principal/Curriculum Leader (or nominee) to report but must not leave the duty area until replaced.

During recess and lunch supervising staff must:

- move around the designated zone ensuring active supervision of all students;
- where safe to do so, approach any unknown visitor who is observed on College premises;
- ensure any visitors are directed to the reception;
- intervene immediately if potentially dangerous or inappropriate behaviour is observed;
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules;
- ensure that students who require first aid assistance receive it as soon as practicable;
- log any incidents or near misses on SIMON alert the first aid officer.

If the supervising staff member is unable to conduct supervision duty at the designated time, they should contact the Assistant Principal/Curriculum Leader with as much notice as possible.

Other onsite supervision arrangements

Unwell or injured students will be assessed by the duty First Aid Officer. For more details please refer to the ***First Aid Policy***.

Supervision in emergency situations

When life-threatening or emergency situations arise, and students or staff may be harmed, College staff will (in line with the Emergency and Critical Incident Management Plan):

- call for assistance as required from the police or ambulance by dialling 000;
- call for the duty First Aid Officer to render emergency support;



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- notify the Executive Principal (as the Chief Warden Officer) or if not available, contact the Assistant Principal/Curriculum Leader;
- follow the College emergency protocols.

At all times, College staff will be mindful of their duty of care to all students.

Students who remain uncollected from the College at the end of the school day

If a student is normally collected from the College but is still at the College beyond the normal collection time e.g. after 4.00pm, the staff member on duty must attempt to contact:

- The parents
- The emergency contact person identified in the College records
- Other known contacts

If the staff member on duty is unable to contact any of the student's responsible adults/emergency contacts after numerous attempts and, after a reasonable collection period has elapsed e.g. by 5.00pm, they must alert the Executive Principal or Assistant Principal/Curriculum Leader to the situation.

The Executive Principal or Assistant Principal/Curriculum Leader must then:

1. contact the Department of Families, Fairness and Housing (DFFH) or the Victoria Police to arrange care and protection for the student;
2. if DFFH or Victoria Police have taken action to facilitate care of the student, leave a message with the College office as to the whereabouts of the student;
3. leave a message with the parent/emergency contact of the student detailing the whereabouts of the student.

Supervision outside the College (including excursions, camps, events)

In some circumstances, the duty of care owed by the College staff will extend beyond school hours and outside of the College grounds. It's important to ensure that the duty of care obligations extend to all related excursions, events and activities. Whether the duty extends outside of the College hours or outside school grounds will depend on all the circumstances of each individual case, as well as staff knowledge of any reasonably foreseeable risks of injury, abuse or harm. The College shall take reasonable steps and preventative measures to limit the risk of potential harm to students in areas outside of the direct control of the College.

All excursions, camps and events must be supervised by teachers after the appropriate planning and approval processes, and risk assessments have been completed. Appropriate student-teacher ratios must be maintained; students must be counted on and off transport and must crossroads at designated crossing places. Teachers may only be accompanied by other College staff, parents or volunteers who have the necessary Working with Children



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Clearance. Students and accompanying helpers will be under the direction of the Teacher-in-Charge at all times.

Appropriate supervision will be planned for College activities 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 as detailed in the Excursion Policy. All excursions must be supervised by teachers after the appropriate planning and approval processes, and risk assessments have been completed by the Teacher in Charge, approved by the Assistant Principal/Curriculum Leader or the Executive Principal.

Third party/external VET provider Procedure

The College may engage a third-party VET provider to deliver Vocational Education and Training (VET) courses as part of the VCE Vocational Major (VCE VM) and the Victorian Pathways Certificate (VPC) delivery.

All VET providers that the College engages will comply with the child safe standards as part of the contractual agreement (endorsed by the College Board), including procedures for preventing bullying and harassment as well as provision of suitable and safe premises for delivering VET programs, including appropriate emergency and critical incident management plans.

While the College is a registered VRQA VET provider and there are internal arrangements, if there is a need to engage external providers for courses that the College does not offer, in such cases where the College will engage a third-party provider, the College will engage with the student and parents (as applicable) to ensure that such students travel to the offsite program directly from their home and return directly to their home at the end of the day. Parents and/or students are responsible for their child's travel arrangements in relation to any offsite program, while the College will monitor the students' attendance and progress in collaboration with the third-party provider.

This procedure is to ensure:

- the care, safety and welfare of students attending the external provider;
- the College retains responsibility for duty of care obligations, record keeping (such as attendance and competency) and reporting requirements;
- disputes or concerns are resolved promptly between the College and the provider;
- the College will make appropriate arrangements for students where the RTO ceases or discontinues VET delivery;
- students are appropriately supervised and cared for while the student attends, travels between or undertakes an excursion with the provider.



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The students attending a course at a provider will be appropriately supervised in accordance with the agreement between the College and the provider.

Communication

The College will communicate this policy to the College community.

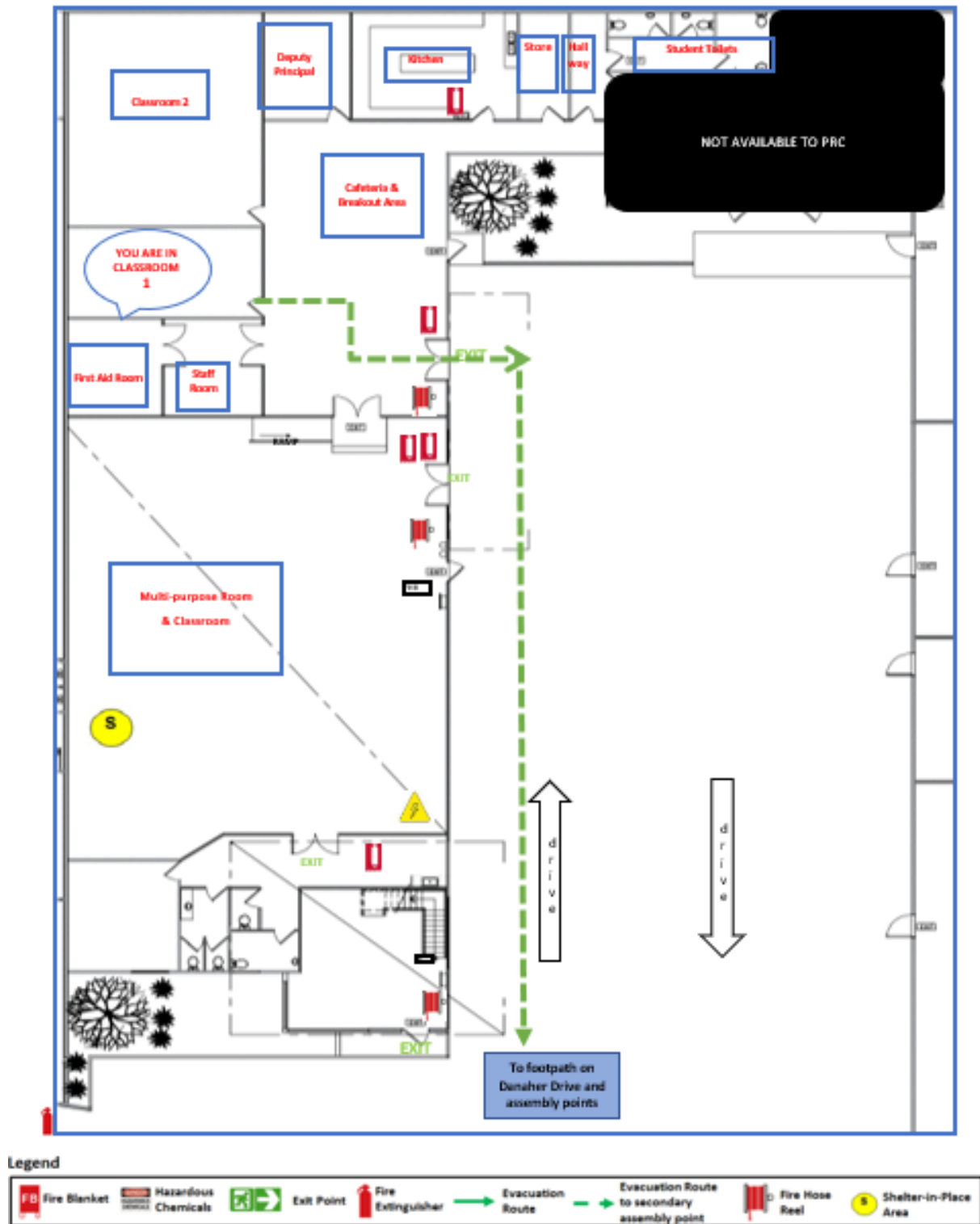
Appendices
Appendix 1: College Floor Map Appendix 2: Evacuation Diagram
Related Policies
<ul style="list-style-type: none">• Accident and Incident Reporting• Administration of Medication• Anaphylaxis Management• Bullying and Harassment Prevention• Camps and Excursions• Child Safety• Child Safety Code of Conduct• Critical Incident and Emergency Management Plan• First Aid• Reporting Obligations• Occupational Health and Safety• Restrictive Intervention• Student Behaviour Management
Relevant Legislation
<ul style="list-style-type: none">• Education and Training Reform Regulations 2017 (Vic)• Occupational Health and Safety Act 2004 (Vic)• Worker Screening Act 2020 (Vic)• Wrongs Act 1958 (Vic)• Ministerial Order 1359: Child Safe Standards – Managing the Risk of Child Abuse in Schools



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Appendix 1: College Floor Map

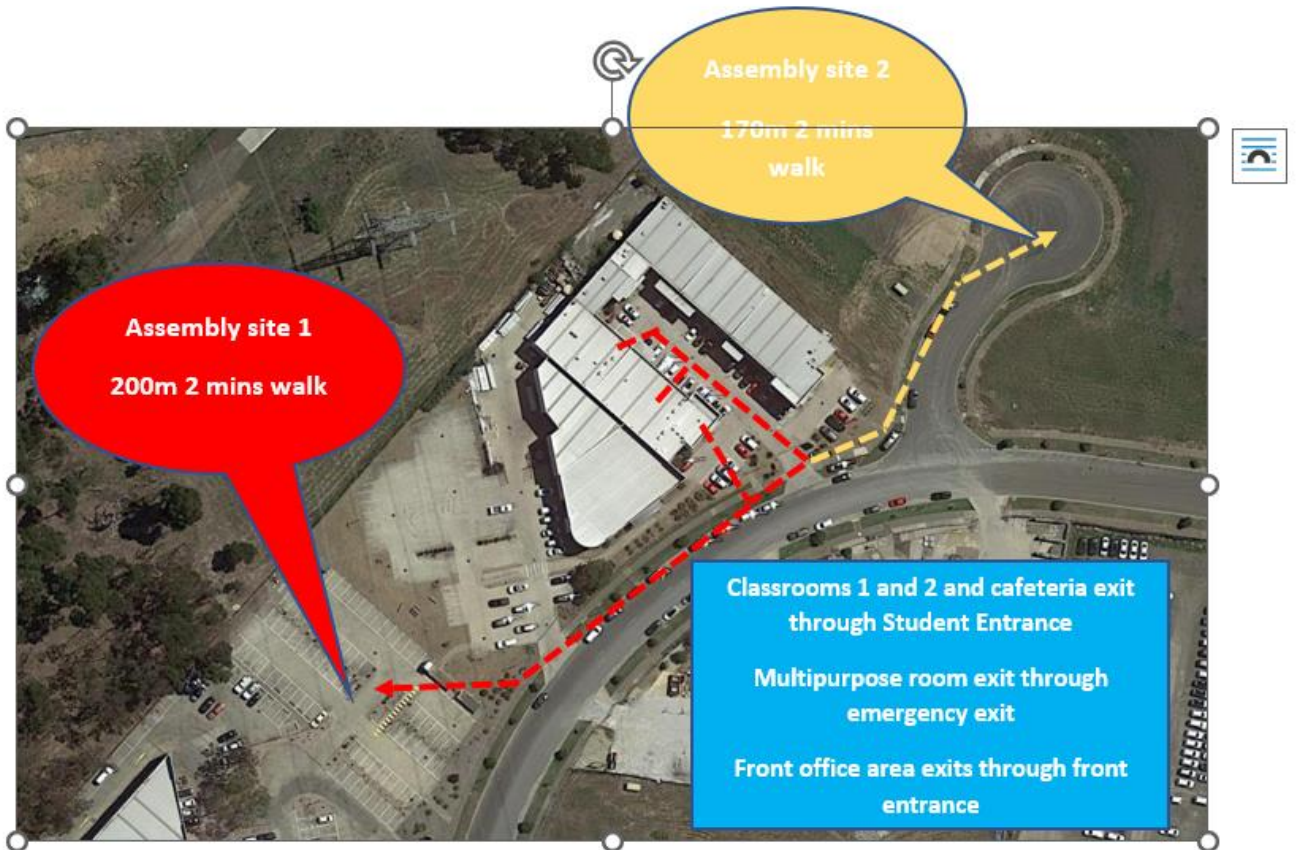
EMERGENCY EVACUATION PLAN – CLASSROOM 1





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Appendix 2: Evacuation Diagram





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		RTO Standards: Guideline 6 – Child Safe Standards	

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Date	Version	Revision description
18/03/2024	V2024.1	Initial Policy
15/06/2026	V2024 1.2	Minor Edits: Updated the Introductions Added Version Control Updated related policies