

Supervision Policy (onsite and offsite)

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Responsible person	Principal	Scheduled review date	Nov 2025

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1 Purpose

- 1.1 This Supervision Policy (**Policy**) establishes the responsibilities and processes to ensure MSV prioritises the safety and wellbeing of students through vigilant and appropriate supervision both **onsite** and during **offsite** activities and events.
- 1.2 This Policy is one of MSV's strategies to discharge the duty of care to students under the care, supervision and authority of MSV.

2 Scope

- 2.1 This Policy applies to all MSV employees, volunteers and contractors (**Staff**). This includes all teaching and non-teaching staff, education support staff, casual relief teachers and visiting teachers.
- 2.2 This Policy applies at all times when students are under the care, supervision and/or authority of MSV. Specific parts of this Policy provide different requirements

for supervision during class time, outside schedule classes which on campus, and when off site at excursions, camps and other locations.

- 2.3 MSV does not generally arrange for overnight stays for students or attendance at an RTO for alternative education provision, partly due to the unique vulnerabilities of the student cohort. Further, excursions are limited. The pedagogical theory and reasonable adjustments for students means incursions and on campus routine is emphasised at MSV. As such this Supervision Policy is focused on the duty of care during onsite supervision. Detail for offsite activities is included for completeness.

3 Guiding principle: the duty of care

3.1 This Policy is informed by the School's duty of care to students.

3.2 The duty of care to students includes:

- (a) A duty to all students to take reasonable measures to protect them from reasonably foreseeable risks of injury;
- (b) a duty to take reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises;
- (c) a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation (refer to the Child Safety Policy); and
- (d) taking different and sometimes greater measures may need to be taken for **younger** students or students with **disabilities** to discharge this duty of care.

4 Key Responsibilities

Position	Responsibilities
MSV Board	Board members must: <ul style="list-style-type: none"> • ensure the highest standards of care for our students; • provide a safe working environment for its staff, students, volunteers and visitors; and • understand that child safety obligations are non-delegable.
Leadership team	The Principal and leaders at MSV are responsible for: <ul style="list-style-type: none"> • creating and implementing the supervision roster for yard duty; • the conduct of all excursions, including ensuring full records are maintained and that adequate pre-excursion planning and preparation takes place; • establishing policies and procedures to ensure adequate supervision for onsite and offsite activities is well planned, implemented, managed and documented.
Coordinating teacher	The coordinating teacher is responsible for submitting the planning documents required for the excursion and leading the team attending the excursion.

Position	Responsibilities
All Staff	All Staff must: <ul style="list-style-type: none"> • take reasonable steps to protect students from any injury that may be reasonably foreseen; • ensure all excursions, camps and tours are well planned, documented, manage foreseeable risks and meet our duty of care obligation; • respond to situations that arise with the paramount goal being the safety and wellbeing of all students, staff and any others; and • communicate with the College at the earliest opportunity if challenges arise in meeting the requirement of this policy or discharging the duty of care.

5 Supervision Ratios

- 5.1 MSV upholds carefully balanced student-to-supervisor ratios, such as one VIT + two Assistant Teachers per 30 students, determined by the Principal having regard to needs of students and reasonably foreseeable risks. By fostering a close-knit and supportive atmosphere, we create a space where students can thrive and explore their full potential.
- 5.2 At the start of each term, the MSV Principal is responsible for reviewing the supervision ratios.

6 Supervision Zones

- 6.1 Below are the supervision zones identified and form part of the school's timetable and duty roster in Edval.
- 6.2 Eval uses the below zones for the supervision and duty rosters.

Zone Number	Zone Description and Details
Zone 1	Drop-off and pick-up are the area where families can safely drop-off and pick-up their child before and after school. This is located at the front of the school where traffic is naturally directed by a small round about
Zone 2	School entrance is the main entrance to the school for students and families. This is near the drop-off and pick-up zone and leads you into the lunchtime play area and main reception of the school
Zone 3	Play area is the large, grassed area at the school. This area is approximately 900sm and is surrounded by a 16ft brick wall making it a private area
Zone 4	Junior Recreational space is an area indoors where students in the Junior group can play if bad weather permits. See site plans for location details.
Zone 5	Middle and Senior Recreational space is an area indoors where students in the Middle and Senior groups can play if bad weather permits. See site plans for location details.

7 What does supervision involve?

- 7.1 Supervision involves:
- (a) being engaged and present so Staff can respond promptly and effectively to emerging risks of harm in the environment;
 - (b) proactively minimising hazards in the environment; and
 - (c) openly communicating and collaborating with other staff to facilitate a comprehensive understanding of student activities and movements (including by WhatsApp); and
 - (d) complying with MSV policies and procedures and taking steps to ensure students comply with MSV policies and procedures and the Student Code of Conduct.
- 7.2 Supervision, and discharging the duty of care, also involves responding to any duty of care issue or identified risk to student safety, even when not formally allocated to yard duty or another specific responsibility (e.g., moving around the school, or in a staffroom when an incident occurs nearby that they could be reasonably expected to see or hear or recognise as an unusual occurrence).

8 Yard Duty

- 8.1 The Principal is responsible for implementing a yard duty roster for supervision of students at before school, after school, and break times. The Principal is responsible for preparing and communicating the yard duty roster on a regular basis. The yard duty roster is drafted and developed the timetable (Edval). Please refer to appendix 4 for an example of the duty roster.
- 8.2 Staff must follow the reasonable and lawful instructions of the Principal to provide supervision at specific times and in specific areas of the school environment.
- 8.3 The yard at MSV can be identified by the blue arrow in Figure 1 below. In addition, the yard at Terrace 14 is surrounded by a 16t brick wall which blocks external viewing. See Figure 2 below.
- 8.4 MSV provides supervision from 8:00am to 4:00pm to ensure students who arrive early are supervised before the school day commences.
- 8.5 Staff undertaking supervision duties are identified by wearing high visibility vests.
- 8.6 A higher standard of care may be required from a teacher for younger students and those with disabilities. The following are always taken into consideration:
- (a) the age, level of maturity, ability, number of students, and the nature and characteristics of the students;
 - (b) the high proportion of MSV students who have disabilities and other support needs; and
 - (c) the physical condition of the buildings, the playground area, playground equipment, and special hazards such as building works or motor vehicle traffic.

- 8.7 While on yard duty, staff must take reasonable measures to protect students from reasonably foreseeable risks of injury. Reasonable measures include:
- (a) address any misbehaviour or unsafe situations immediately, seeking assistance as required.
 - (b) report any identified OH&S issues to the Principal or Assistant Principal in a timely manner.
 - (c) be a highly visible presence.
 - (d) move around the whole designated supervision area, while focussing on the areas where most students gather.
 - (e) enforce school policies around out of bounds areas, rough play, being inside classrooms.
 - (f) enforce behavioural standards and implement appropriate consequences for breaches of safety rules



Figure 1 - Yard Duty Area



Figure 2 - Boundary Wall

9 During Class Time

- 9.1 All students are supervised during class times by appropriately qualified staff (VIT). MSV also provides Assistant Teachers and a Support Worker in each class, who also holds a duty of care and responsibility for supervision.
- 9.2 If the class teacher needs to leave the classroom, the responsibility for supervision **may not be delegated** to the Assistant Teacher or Support Worker. The Assistant Teacher or Support Worker can run the errand for the teacher, or another member of the teaching staff must replace the class teacher.
- 9.3 Teachers use WhatsApp to reach out to others for additional support and supervision when needed.

10 Arrival and Departure from School

- 10.1 Designated drop off and pickup areas will be supervised by MSV staff while students are arriving and departing the school. This allocation will be included in the timetable (Edval) and be communicated to staff one week in advance. Figure 3 below indicates traffic movement in orange and student movement in purple.
- 10.2 Students who arrive before class have the option to play in the play area (Zone 3) or go inside to the recreation room, both areas are included in supervision allocations.
- 10.3 All students are escorted to the pickup zone by their Teacher and Assistant Teachers at the end of every day. The yard is closed and won't be in use for after school activities.
- 10.4 If students remain uncollected from school or arrive prior to supervised times, MSV staff will contact parents and request they collect their child as soon as possible and will supervise the students until they are collected.



Figure 3 - Zone 1 Drop off/Pick Up and Zone 3 Play Area

Procedures the school will follow when students leave school during lunchtime:

- 10.5 If a student needs to be collected before the end of the school day (such as for an appointment), the following process will be followed:
- (a) The student must bring a signed note identifying the time and reason they are leaving school early to school that day and hand this into their Teacher in session 1. Alternatively, parents/guardians can email the school administration team informing them of the details.
 - (b) a parent or guardian (or adult authorised by a parent or guardian on the Enrolment Agreement) must come to Reception to collect their student;
 - (c) a student will be permitted to leave with the parent or guardian (or adult authorised by a parent or guardian on the Enrolment Agreement) and will be signed out.
- 10.6 The School must, having regard to its duty of care and obligations under Ministerial Order 1359, seek confirmation from a parent or guardian if any person seeks to pick up a student during a school day and without prior notice or authority, before the student will be signed out, even where the adult may be known to the School or student.

11 Planning for onsite activities (incursions)

- 11.1 Supervision ratios will remain the same for onsite activities or incursions or at the increased levels as determined each term by the Principal.
- 11.2 MSV teaching staff remain responsible for the supervision of all students when a guest presenter is utilised or during incursions.

- 11.3 If Staff reasonably believe the planned incursion should require a higher than normal supervision ratio, or that supervising staff should be particularly aware of any concerns, the staff member must raise this with the Principal.

12 Offsite Activities

- 12.1 While MSV does not generally organise offsite activities for students, due to necessary reasonable adjustments for students and vulnerabilities of the student cohort, the following are processes for when offsite activities may occur. Please refer to Figure 4 for how staff identify as MSV staff during offsite activities.



Figure 4 - MSV Staff while Offsite

- 12.2 Regular offsite activities which are arranged annually are use of [Latrobe University swimming pool and tennis courts](#). The following process applies.
- 12.3 All off-site activities must be thoroughly planned by teaching staff and approved by the Principal. The process for planning and approving an offsite activities (day and overnight) is:
- (a) The coordinating staff member identifies excursion of relevant educational benefit to students in line with the curriculum and Unit Plan and prepares an excursion proposal which includes:
 - (i) Educational benefit; and
 - (ii) Students and staff to be involved;
 - (iii) Proposed date and time;
 - (iv) Any resources needed (such as parent volunteers); and
 - (v) Costs associated.
 - (b) The excursion proposal must first be approved by the Principal and be in line with the curriculum before the coordinating staff member can take the next steps in the process. This is to avoid unnecessary work by staff planning excursions that cannot be afforded or that clash with other key school projects.
 - (c) The staff member then conducts a risk assessment for the excursion following MSV's following the Risk Assessment Flow Chart and the Risk Assessment Matrix. When the coordinating staff member is completing an excursion risk assessment, they must consider:
 - (i) Activity related risks;

- (ii) Transport related risks;
 - (iii) Bushfire related risks and fire danger index;
 - (iv) Environment related risk including dangerous or inclement weather conditions;
 - (v) Security related risk;
 - (vi) Health and Safety;
 - (vii) Student capacity and maturity, students with additional needs, students with known medical needs; and
 - (viii) Valid WWCC or VIT for staff, volunteers and contractors.
- (d) To assess the risk of bushfires at the location of the off site excursion in Victoria, the coordinating teacher must search for a planning property report using the address of the location via the Department of Transport and Planning website (<https://www.planning.vic.gov.au/planning-schemes/planning-property-report>).
- (e) Before the excursion, the staff member needs to obtain details from the venue about the WWCCs of the venue's staff who will come into contact with students.
- (f) Depending on the risk assessment and the ability for MSV staff to constantly supervise students at the excursion, it may be necessary for MSV to require the venue to comply with MSV's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and Child Safety Reporting Procedure.
- (g) The coordinating staff member must inform students and their parents or guardians about the details of the trip, including the itinerary, expected conduct, and necessary consent forms. Students will be reminded of the MSV's Student Code of Conduct and expected behaviours during the activity.

12.4 The coordinating staff member must arrange:

- (a) a pre-activity briefing for attending staff to share information about their roles, responsibilities, risk mitigations identified in the risk assessment and emergency protocols; and
- (b) the following information to be shared with parents, guardians and students, as relevant:
 - (i) the nature of the off-site activity; the supervision arrangements;
 - (ii) mode of transport;
 - (iii) emergency contact information of the school and an update of parent emergency contact information;
 - (iv) update medical/health information of attending students;
 - (v) risk assessment completed by the School (on request);
 - (vi) costs involved; and
 - (vii) requirement of parental consent to the offsite activity.

- 12.5 Secure and approved transport arrangements must be made for all off-site activities, and students must be supervised during transit to and from the off-site location.
- 12.6 Staff must ensure they have their mobile phones on them to be able to quickly access Compass (Student Management System) to have access to medical and emergency contact information for all students at all times.
- 12.7 First aid kits will be assigned to attending staff.
- 12.8 Following the completion of the off-site activity, supervising staff must conduct a evaluation to assess the success of the trip and identify any areas for improvement. Refer to the last page of the risk assessment form.
- 12.9 A post-activity meeting between teachers and the Principal will be conducted to evaluate the success of the off-site activity and to identify any shortcomings or areas for improvement.
- 12.10 Suggestions and feedback from both students and supervising staff will be considered for future off-site activities.

13 Record Keeping

- 13.1 If staff identify a risk of harm to students arising in the school environment, the staff member must:
 - (a) take active and immediate steps to reduce or remove the risk in the moment, if possible;
 - (b) if they are not a registered VIT teacher, tell a Teacher, or Master Teacher; and
 - (c) ensure they or the Master Teacher tells the Principal and CSO about that risk and the actions taken to reduce or remove the risks (risk controls and risk treatments).
- 13.2 CSO or Principal will enter the identified risk and risk controls and risk treatments into the Risk Register, which is periodically reviewed by the Board.
- 13.3 CSO or Principal manages records produced under this policy, including yard duty rosters, staff attendance at excursions and risk assessments. Records are maintained per the Records Management Policy.

14 Breach of Policy

- 14.1 Breaches of this policy:
 - (a) are not acceptable by any employee;
 - (b) will be responded to promptly; and
 - (c) may result in disciplinary action being taken, up to and including termination of employment.

Appendix 1 – Risk Assessment Template

Risk Assessment #MEL0001

Date/Period:

Activity:

Activity Requirements:

Provide pertinent information about supervisor qualifications, supervision ratios*, parent/carer consent, industry regulations or guidelines facility/equipment specifications, travel requirements, safety induction procedures.

Staff will follow the Supervision Policy for supervision ratios and the foreseeable risks, and the conditions required to manage the activity safely. Industry guidelines must be consulted (if available) to support principals in making final decisions about supervision ratios.

Risk I	Nature Impact	Impact	Likelihood	Consequence	Risk Rating	Existing Treatment/Controls	Person Responsible
	What can happen & how	Outcomes if event occurred	Rating from Policy	Rating from Policy	Matrix from Policy	Strategies to eliminate or minimise risk	Person responsible for managing risk
1.	Inadequate student supervision	<ul style="list-style-type: none"> - Lost student - Student injury or death from lack of supervision 	Unlikely	Severe	H10	<ul style="list-style-type: none"> - All staff hold WWCC or VIT registration - A VIT registered teacher will have overall responsibility of the visit, and this will be signed off on the 'off-site visit' form at reception - Designated roles for staff for walking to and from the location, including front, 	<ul style="list-style-type: none"> -Principal -Master Teacher -Teacher

Risk I	Nature Impact	Impact	Likelihood	Consequence	Risk Rating	Existing Treatment/Controls	Person Responsible
						<i>side and tail ends supervision of lines when walking as well as spread out supervision at the location ensuring there are no blind spots for students.</i> <i>- When planning an excursion the ratio of staff to students needs to be considered. In certain situations, teacher judgement may dictate smaller or larger numbers of participants per staff member.</i> <i>- Regular checks on group numbers to ensure that contact between all group members is maintained</i>	

Additional Documentation: (photographic evidence, maps, walking routes, bus routes etc)

Key:

- Walking along designated footpath ▼
- Walking along pedestrian crossing ▼

Overall Risk

Inherent Risk Level		Action Required
<input type="checkbox"/>	Low Little chance of incident or injury	<ul style="list-style-type: none"> - Document the activity within the three levels of planning. - Upload Risk Assessment to Drive along with any additional information pertaining to the activity. - Obtain approval from the Principal, Assistant Principal or Principal's Delegate prior to conducting this activity.
<input type="checkbox"/>	Medium Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> - Document the activity within the three levels of planning. - Upload Risk Assessment to Drive along with any additional information pertaining to the activity. - Obtain approval from the Principal or Principal's Delegate prior to conducting this activity.
<input type="checkbox"/>		<ul style="list-style-type: none"> - Document the activity within the three levels of planning.

Inherent Risk Level		Action Required
High	Likely chance of a significant incident and injury requiring medical treatment	<ul style="list-style-type: none"> - Upload Risk Assessment to Drive along with any additional information pertaining to the activity. - Obtain approval from the principal prior to conducting this activity. - Obtain parent consent and upload forms to the Drive alongside Risk Assessment and other documents.
Extreme	<input type="checkbox"/> High chance of a serious incident resulting in highly debilitating injury	<ul style="list-style-type: none"> - An alternative activity must be considered. If the activity is essential for delivery of the curriculum, control measures must be implemented to reduce the risks to achieve comparable learning outcomes. - Document the activity within the three levels of planning. - Upload Risk Assessment to Drive along with any additional information pertaining to the activity. - Obtain approval from the Principal prior to conducting this activity. - Board written consent must be uploaded to the Drive for record keeping purposes alongside the Risk Assessment. - Obtain parent consent and upload forms to the Drive alongside Risk Assessment and other documents.

Risk Approval

Risk Assessment Written By:

Position at MSV:

Date:

Approved By:

Position at MSV:

Date:

Evaluation (as necessary)

- <<Provide a short description of any significant control breakdowns that have been detected, and whether or not these led to an incident. Where accidents or losses have occurred, provide a summary of the incident and the key outcomes from the investigation>>
- <<Provide a summary of all new, re-rated or closed operational risks with a rating of very high since the last Board meeting, using the table below>>

Risk	Risk Description	Previous Rating (if re-rated)	New Rating	Comments

Appendix 2 – Risk Assessment Matrix

Risk Likelihood

Risk likelihood describes the chance of a given risk consequence occurring. Likelihood will be assessed using the scale shown in the following table.

Matrix 2 – Risk Likelihood

Likelihood	Frequency/Probability	Control Environment
Almost Certain	<ul style="list-style-type: none"> The most likely and expected result if the event takes place. This option may occur many times daily or it may be expected to occur in the timeframe under consideration. 	Control commonly fails (more than 75% of the time)
Likely	<ul style="list-style-type: none"> Would not be unusual. May occur approximately once per day or once per week. 	Control failure not unexpected (more than 40% of the time)
Possible	<ul style="list-style-type: none"> Unusual but possible or a 10% chance of happening. This may occur on an occasional basis, i.e. once per month or once per annum. 	Control could possibly fail (20% - 50% of the time)
Unlikely	<ul style="list-style-type: none"> Remotely possible; may occur within a 10-year period or a 5% chance of happening. This event occurs rarely, but has been known to occur 	Control failure unexpected (or less than 20% of the time)
Rare	<ul style="list-style-type: none"> Has never happened after many years of exposure, but is conceivably possible. May occur within a 20-year period or less than 1% chance of happening 	Control not known to fail.

Risk Rating

The overall risk rating is assessed using the following matrix and rating criteria.

Matrix 3 – Risk Rating

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
5 Almost Certain	M5	H10	H15	VH20	VH25
4 Likely	M4	M8	H12	H16	VH20
3 Possible	L3	M6	H9	H12	H15
2 Unlikely	L2	L4	M6	M8	H10
1 Rare	L1	L2	M3	M4	H5

Appendix 4 – Example of Duty Roster

Duty Roster - Mastery Schools Victoria

Time of Day - Morning	Zone	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30am	1	1 xStaff(names TBD)	1 xStaff(names TBD)	1 xStaff(names TBD)	1 x Staff (names TBD)	1 xStaff(names TBD)
	2	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)
	3	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	4	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	5	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
Time of Day - First Break	Zone	Monday	Tuesday	Wednesday	Thursday	Friday
10:30 - 10:50am	1	0	0	0	0	0
	2	0	0	0	0	0
	3	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	4	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	5	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)

Time of Day - Second Break	Zone	Monday	Tuesday	Wednesday	Thursday	Friday
12:50 - 1:30pm	1	0	0	0	0	0
	2	0	0	0	0	0
	3	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	4	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	5	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)

Time of Day - End of Day	Zone	Monday	Tuesday	Wednesday	Thursday	Friday
3:30 - 3:45pm	1	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	2	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)	1 xStaff(name TBD)
	3	2 xStaff(names TBD)	2 xStaff(names TBD)	2 xStaff(names TBD)	2 x Staff (names TBD)	2 xStaff(names TBD)
	4	0	0	0	0	0
	5	0	0	0	0	0