



Supervision Policy (and External Provider Procedure)

OakTree College ('the College') is an independent co-educational specialist senior secondary school providing education opportunities for young people of migrant backgrounds who are at risk of disengaging from education.

OakTree College seeks to provide a safe and supportive environment where all students can safely participate in the educational experiences offered by the College.

The College staff have duty of care to ensure the safety and wellbeing of all students by appropriately supervising students at all times under the care of the College. All staff are responsible for ensuring students are adequately supervised at all times.

1. 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 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, carers and guardians understand the measures the College has in place to discharge its obligations to supervise and manage students.

2. Scope

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

3. 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 OakTree College supervision arrangements include:

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

3.1 General supervision

The Executive Principal is responsible for developing a class timetable and supervision rosters for before and after school hours, and for recess and lunch breaks. 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.

3.2 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. 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 staff presence. If a teacher needs to leave the classroom during a lesson the teacher must contact the Executive Principal or the Assistant Principal by mobile phone or text message for assistance or advice.

In an emergency teachers should use their mobile phone to contact the Executive Principal or other staff (or send another staff member for assistance) and enact the appropriate procedure for dealing with a critical incident or emergency in line with the Emergency and Critical Incident Management Plan.

The College runs a full timetable and does not allow students to have "free periods". Students will not be permitted to leave College grounds during class time. When at College, students will always be in a classroom under the care of a teacher. Teachers must not allow students to leave the classroom to work in other areas of the College unless under the supervision of another teacher or staff. A student may withdraw from the classroom to attend a wellbeing session with the Student Wellbeing 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 or seek advice from the Executive Principal.

3.3 Supervision before and after school

Students are discouraged from arriving before 8:45 am as the College will not be supervised until after that time.

Students will be supervised by a teacher for 15 minutes before and after school hours i.e. from 8:45 – 9 am and 3.30 – 3.45 pm. All students will enter and leave the College through Reception (refer to College map in Appendix 1). The College has the exclusive use of the premises as indicated in Appendix 1, from Mondays to Fridays.

3.4 Drop off and pick up zones

Parents, carers or guardians may drop off or pick up students using the parking area in front of Reception where the driveway is located but are not permitted to enter the College through the main entrance unless they have an appointment. Parents, carers or guardians wishing to leave a message for staff must visit Reception, or, if wishing to book an appointment with the Business and Administration Manager, may do so at Reception or by calling or emailing the College.

3.5 Morning recess and lunch

Students will be supervised by College staff during recess and lunch break, according to the supervision roster approved by the Executive Principal. This includes supervising students in the outbreak area.

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.

Students will not be allowed to leave the College grounds to purchase food (for example, at local shops a short distance away) unless written approval from parent, carer or guardian has been provided, and/or a College staff member is available to supervise the trip.

College staff must remain on duty until they are relieved by another staff member or the Executive Principal. If a relieving staff member does not arrive for duty, the staff member currently on duty must phone the Executive Principal 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 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 the Incident Register and alert the Executive Principal or the Assistant Principal/Curriculum Leader.

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

3.6 Supervision in emergency situations

Unwell or injured students will be assessed by the duty First Aid Officer to render first aid support in line with the First Aid Policy. All College staff are first aid trained.

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;
- notify the Executive Principal (as the Chief Warden Officer) or if not available, contact the Assistant Principal or the Business and Administration Manager (as the Warden Officer);
- follow the College emergency protocols.

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

3.7 Supervision outside the College

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 via the Executive Principal 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.

Appropriate student-teacher ratios must be maintained, students must be counted on and off transport, and must cross roads at designated crossing places.

Students may only be accompanied by other College staff, parents, carers or guardians or volunteers/contractors who have the necessary Working with Children Clearance and will be under the direction of the teacher-in-charge in line with this Policy.

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 Executive Principal.

Further information is available in the Excursion Policy.

3.8 Third party/external provider of VET courses

The College engages a third-party provider, Yarraville Community Centre, to deliver Vocational Education and Training (VET) courses as part of the VCE Vocational Major (VCE VM) and the Victorian Pathways Certificate (VPC).

VET courses can only be delivered by Registered Training Organisations (RTOs), which includes some secondary schools and VET Clusters, a consortium of schools accessing VET courses through registered providers, as well TAFE colleges.

RTOs, including schools registered to deliver VET courses, must be registered with the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Quality Authority (ASQA) to deliver courses to our students. They must have teachers with the appropriate qualifications to supervise and deliver the VET qualifications in order to provide value for money.

All VET providers must comply with the child safe standards 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. The College will ensure that staff/instructors of the RTO have a Working with Children Clearance or VIT registration.

Purchasing external VET programs enables the College to provide students with access to a wide range of VET qualifications, according to their interest or intended career pathway. A VET Day will be timetabled one day per week for students to undertake a VET Program either offsite or onsite (in line with the VET agreement). Students will travel to offsite VET program directly from their home and return directly to their home at the end of the VET Day each week. Parents, carers and guardians are responsible for the student's travel arrangements in relation to any offsite VET program the student may undertake.

Each RTO must be approved by the College Board and enter into a formal agreement with the College which addresses the requirement to supervise the College students while they are attending classes at the RTO.

The College maintains documentary evidence that the RTO complies with the provisions of the Worker Screening Act 2020 and as well as the Child Safety Policy and Child Safety Code of Conduct.

In addition, the suitability of the VET provider to deliver the course is assessed by the College and the agreement details the respective responsibilities of the College and the VET provider.

These include procedures to ensure:

- the care, safety and welfare of students attending the RTO;
- the provision of opportunities for students with special needs to access the RTO's courses;
- the College retains responsibility for duty of care, record keeping (such as attendance and competency) and reporting requirements;
- disputes or concerns are resolved promptly between the College and the RTO;
- 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 RTO.

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

Refer to the Third Party Agreement with Yarraville Community Centre (RTO).

4. Communication

The College will communicate this policy via the College website to the College community. This policy will be referenced in the Student & Parent/Guardian Handbook and in the Teachers' Handbook.

5. Related policies

- Child Safety Code of Conduct
- Child Safety Policy
- Duty of Care Policy
- Emergency and Critical Incident Management Plan
- Excursion Policy
- Student Behaviour Management Policy
- Student Wellbeing and Engagement Policy
- Third Party Agreement with Yarraville Community Centre (RTO)

6. Approval and Review

Document Owner:	Executive Principal
Approved by:	College Board
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Next review date:	June 2025 (and every 12 months thereafter)

Appendix 1: College Floor Map

