



Supervision Policy



Help for non-English speakers

If you need help to understand this policy, please contact info@ae.edu.au.

1.0 Purpose

To ensure school staff understand their supervision and yard duty responsibilities.

2.0 Scope

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

3.0 Regulatory Context

3.1 [Child Safe Standards](#)

This policy is framed to comply with the 11 Child Safe Standards.

3.2 [Ministerial Order 1359](#)

The policy aligns with Ministerial Order 1359.

3.3 [National Code of Practice for Providers of Education And Training to Overseas Students 2018](#)

This policy is compiled to align with National Code of Practice of Education and Training to Overseas Students 2018.

4.0 Policy

Appropriate supervision is an important strategy to monitor student behaviour and enables staff to identify and respond to possible risks at school as they arise. It also plays a vital role in helping schools to discharge their duty of care to students.

The CEO and Head of School are responsible for ensuring that there is a well organised and responsive system of supervision in place during school hours, before and after school, and on school excursions and camps and other school activities.

School staff are responsible for following reasonable and lawful instructions from the CEO and Head of School, including instructions to provide supervision to students at specific dates, times and places.

Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Before and after school

Stott's College premises are supervised by school staff and security guards from 8.00am until 4.15pm. Outside of these hours, school staff will not be available to supervise students.

Students who wish to attend school outside of these hours will be expected to report to the supervising staff member. Staff are responsible for ensuring the supervision of students, and the locking/alarming of school buildings as appropriate.

Movement between floors

Security guards are stationed at the lift lobby and are responsible for monitoring the adjacent fire-escape exit to ensure that students do not use it for non-emergency purposes. When required, security personnel positioned on the ground floor are also tasked with preventing students from exiting the building without authorisation.

Students are required to use their lift access card to move between floors.

During break times

During break times, students proceed to Level 5 for lunch. Security personnel and Level 5 staff are present in the area to provide active supervision.

Classroom

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, they should first contact the VCE Coordinator or Head of School 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 CEO and Head of School 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 of 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 Stott's College Excursions Policy.

Digital devices and virtual classroom

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

Stott's College 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 diligently in relevant learning space, such as the library, a classroom or staffroom.

Students requiring additional supervision support

Sometimes students will require additional supervision, such as students with disability or other additional needs. In these cases, the Head of School will ensure arrangements are made to roster additional staff as required.

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 Stott's College and 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

Year 12 students only may have study periods within their schedule. Students are permitted to use empty classrooms during these times.

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.

5.0 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
- Referenced in our staff induction materials

Information for parents and students on supervision before and after school is available on our school website.

6.0 Roles and Responsibilities

Board of Directors

- Ensure governance oversight of child safety and compliance with Child Safe Standards.
- Endorse and monitor implementation of the Supervision policy.
- Oversee organisational compliance with Ministerial Order 1359 and relevant national education standards.

CEO

- Ensure the school has a well-organised, effective supervision system across all settings (school hours, before/after school, excursions, camps).
- Ensure supervision practices comply with Child Safe Standards, Ministerial Order 1359, and the National Code 2018.
- Provide lawful and reasonable supervision instructions to staff.
- Oversee supervision planning for school activities, camps, and excursions (including external providers).

Head of School / VCE Coordinator

- Implement and manage the school's daily supervision schedule, including before/after school monitoring, and building access.
- Respond to staff requests when a teacher must leave a classroom; arrange replacement supervision.
- Ensure supervision of students in specialised settings (e.g., remote/onsite digital learning

spaces, independent study areas).

- Identify and coordinate additional supervision for students with disability or additional needs.
- Oversee planning and risk assessment for excursions, camps, and school activities.
- Ensure policies and procedures are followed for workplace learning programs.
- Support compliance with emergency management supervision requirements.

Teachers

- Supervise students in their care during class time and follow duty rosters for all assigned supervision periods.
- Request assistance (Head of School / VCE Coordinator) before leaving a class unattended and remain until relieved.
- Monitor student behaviour and take steps to identify and mitigate risks to child safety.
- Supervise students using digital devices or participating in onsite remote/flexible learning.
- Ensure students follow appropriate processes before/after school and during movement between learning areas.
- Follow all instructions and guidelines related to supervision on excursions, camps, and activities.

7.0 Definitions

For the purposes of this policy, readers should refer to the [Child Safe Standards – Definitions](#) provided by the Victorian Government for the definitions of terms used in relation to the Victorian Child Safe Standards and Ministerial Order 1359.

8.0 Related Documents

Related Department of Education and Training policies and advice:

- [Child Safe Standards](#)
- [Cybersafety 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](#)
- [Work Experience](#)

9.0 Document Information

Document Name	Supervision Policy
Document Number	VCE-POL-07
Purpose	Compliance with Child Safety Standards & Ministerial Order
Audience	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Public
Category	Learning Environment
Subcategory	Duty of Care
Approval Date	18/12/2025
Effective Date	18/12/2025
Last date of endorsement	18/12/2025



Next Review Date	18/12/2027 (Every 2 years)
Policy Advisor	Head of School, VCE Coordinator, Head of Quality and Risk
Approving Authority	Board of Directors

10.0 Change Log

Date	Version	By	Notes
13/12/2025	1.0	HQR	Stott's College has undertaken a comprehensive policy review and reset to ensure all policies and procedures are purpose-built for the school and under-18 context and aligned with applicable regulatory requirements, with existing materials consolidated, enhanced, or formalised as necessary.