



Supervision of Students Procedures Holy Eucharist School

1. Purpose

These procedures outline the processes in place to implement the Supervision Policy for Melbourne Archdiocese Catholic Schools Ltd (MACS) Schools.

2. Supervision responsibilities during school hours

2.1. General supervision responsibilities

- 2.1.1. The Principal must ensure that Parents are informed and involved about matters related to child safety and wellbeing as discussed in the Child Safe Standards (Ministerial Order 1359).
- 2.1.2. The Principal is to ensure the Procedures for all School Environments, including each campus are documented.
- 2.1.3. Principals or their nominee are to communicate to Parents (a person who has parental responsibility for a child, including a biological parent or another person who has been granted parental responsibility by a court order) when these procedures are amended or updated.
- 2.1.4. Students who are seeking to leave or arrive at school during the school day must follow the procedures outlined in the school's Attendance Policy.

School Procedures for Arriving at School During the School Day

- Camp Australia operates daily before school from 7:00am–8:30am. At 8:30am, students attending Before School Care are escorted to the school yard where they are supervised by teachers on yard duty.
- All school gates open at 8:30am for student entry and remain open until 8:55am. Teachers/school leaders supervise at Gate 2 (Church Gate), Gate 3 (Admin Gate), and Gate 4 (O'Brien Drive) until the gates are automatically locked at 8:55am.
- The maintenance/cleaning person at the school directs traffic in the church driveway from 8:25am–8:55am.
- The first bell rings at 8:45am. Class teachers collect students from designated assembly areas and escort them to their classrooms:
 - Prep to Grade 3 students line up on the basketball court.
 - Grade 4 to Grade 6 students line up on the oval.
- The second bell rings at 8:55am to signal the start of the school day and all gates are locked.
- Students arriving after 8:55am must enter through the Administration Office. Students are signed in and provided with a late orange pass to present to their classroom teacher. This confirms the student has been signed in and that their late attendance is recorded.

School Procedures for Leaving the School During the School Day

- The church driveway chain is put in place at 2:30pm to prevent vehicles from remaining in the driveway during dismissal time. Outdoor toilets are locked at 3:00pm, and school gates automatically open at 3:05pm to allow parents/carers access to the school grounds.
- The maintenance/cleaning person at the school removes the driveway chain at 3:05pm and directs traffic in the church driveway until 3:30pm.
- Teachers/school leaders supervise dismissal areas from 3:10pm–3:30pm at Gate 2 (Church Gate), Gate 3 (Admin Gate), and Gate 4 (O'Brien Drive) until the gates are

automatically locked at 3:30pm. Any students not collected by this time are taken to the school office.

- Prep to Grade 3 students finish school at 3:10pm. Students in Grades 4–6 who have a sibling in Prep to Grade 3 may be dismissed at 3:10pm to collect their sibling.
- Grade 4 to Grade 6 students are dismissed at 3:15pm.
- Parents/carers who need to collect their child early during the school day must report to the Administration Office. The student will be called to the office with their bag and signed out by the parent/carer.
- Camp Australia operates daily after school from 3:10pm–6:00pm. Prep students attending After School Care are collected directly from their classrooms by Camp Australia staff. Students in Years 1–6 attending After School Care make their way to the hall at dismissal time (3:10pm or 3:15pm).

2.2. Classrooms

- 2.2.1. Students are to be supervised during all classroom activities, whether the activity is part of the regular classroom routine or not.
- 2.2.2. Students are to be supervised between classes, during breaks and non-class times. For senior secondary students with free study periods, the Principal will ensure that suitable arrangements are made to provide safe study areas.
- 2.2.3. If the classroom teacher needs to leave the classroom, they must ensure another VIT registered teacher is supervising the class.
- 2.2.4. School officers, education support staff, trainee teachers, MACS case workers, guest speakers or visitors are not authorised to supervise a class in the absence of the classroom teacher, even if they hold VIT registration. Trainee teachers, school officers, Parent helpers may assist with small group work, but only under the supervision and direction of the classroom teacher.
- 2.2.5. Classroom teachers must supervise students during presentations from guest speakers or activities run on-site by external providers.
- 2.2.6. Students are to be supervised during periods of online and remote learning. This responsibility is shared between the school and the Parent. The use of digital technologies by students and staff must adhere to the school's ICT Acceptable Usage Policy.
- 2.2.7. All staff must prioritise the safety and wellbeing of students, especially younger students or those at risk. Supervision should be age-appropriate and consider the nature of the activities, plant and equipment used, handling of hazardous substances and the use of protective equipment.
- 2.2.8. Classroom teachers should implement evidence-based practices, such as setting clear rules for behaviour expectations, establishing boundaries and creating consistent classroom routines. These practices should align with relevant MACS policies and procedures.

• School-based directives regarding establishing classroom rules:

The school has the same 6 expectations (rules) consistent throughout the entire school. These **must** be displayed in each classroom.

PROCESS IF RULES ARE BROKEN:

For minor rule breakings, the usual process will be:

- **First time:** a student disrupts: **Warning.**
- **Second time:** a student disrupts:
Movement from the group. Invited by the teacher to rejoin the group when appropriate behaviour is being demonstrated, that is: whatever the rest of the class is doing (listening or working).



- **Third time:** a student disrupts:
Moved to a '*Time away*' table within the classroom or predetermined classroom to think about inappropriate behaviour and to complete the **Behavioural Rethink sheet**. School rules and positive behaviours are displayed for reflection. Class teacher monitors the time taken to fill in the sheet.
Invited by the teacher to rejoin the group when appropriate behaviour is being demonstrated, that is: whatever the rest of the class is doing (listening or working).
- **Severe Clause:** Severe Clause will be implemented when:
 - 1) The student becomes disruptive when exited into pre-determined classroom.
 - 2) For serious misbehaviour.

In the event of either 1) or 2) the student will be sent to the office (notify first). Parents will be notified and Behaviour Rethink Sheet will be completed with Leadership member and sent home.

SERIOUS INFRINGEMENTS:

The following are serious problems:

- **Stone throwing**
- **Physical violence / Aggression**
- **Deliberate swearing**
- **Overt defiant behaviour**
- **Bullying/Cyber bullying**
- **Digital tools, computer and online misuse**

PROCESS FOR SERIOUS INFRINGEMENTS:

The following process for serious offences is:

First time:

- Teacher will talk to the student about the consequences of their action.

Second time:

- Student will complete a Behaviour Rethink Sheet with a member of Leadership

Third time:

- The student will be sent straight to the office to meet with the Principal/Deputy Principal (notify office first)
- A suitable consequence for the student's action will be given.

Parents are notified and meet with a Leadership member to discuss inappropriate behaviour.

2.3. Yard duty

- 2.3.1. Staff members on yard duty must follow the Principal's reasonable and lawful instructions, including supervision of students at specific dates, times and locations, and in ways that identify and mitigate risk to child safety and wellbeing.
- 2.3.2. Staff members on yard duty must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3.3. Teachers must be visible and active in their designated area during yard duty until they are relieved by the next supervising teacher.
- 2.3.4. The Principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate them.
 - Areas for duty/supervision are illustrated on a yard duty map and communicated to staff
 - Areas that are 'Out of Bounds' have been identified and illustrated on the school map and have been communicated to staff and students

- Specific school hazards and risks in grounds, buildings and facilities have been addressed. i.e: Refurbishment of the Glennen Building

2.3.5. Location of the yard duty roster:

- The Deputy Principal has responsibility for maintaining the roster. The link to the roster is emailed daily at 7am. The roster is live and saved on Google Drive. Staff are informed if/when changes have been made to the roster.
- The Deputy Principal has the responsibility to replace staff who are absent on the yard duty roster. CRTs replace staff who were rostered to be on duty. If insufficient CRTs are available to cover duties, the leadership team are allocated extra duties to cover staff who are absent.
- If the Deputy Principal is away, the Principal/Leadership Team take on the responsibility to ensure that Areas of Supervision are covered.

2.3.6. Responsibilities and duties for supervising teachers and education support staff

- **Location of equipment for yard duty:**

Each staff member has their own yard duty vest and first aid bumbag. Teachers wear orange florescent vests and LSOs wear blue florescent vests. Staff must maintain their yard duty bumbags with gloves, band aids, tissues, Hand sanitiser, Emergency cards (i.e. Anaphylaxis, First Aid, Emergency, Assistance in the Yard). Extra supplies are kept in the Sick Bay. The Anaphylaxis keyring attached to all bumbags is maintained by the Learning Diversity Leader.

Extra bumbags and vests a kept in the staff room for CRTs. CRTs wear florescent yellow vests

Students requiring additional adult support are included in the Yard Duty roster. The Learning Diversity is responsible for updating the link on the Yard Duty roster which has the names and photos of students who may need extra support during the breaks.

- **Yard duty times:**

Yard Duty times are clearly stated on the Yard Duty roster. Staff are to ensure that they are punctual if rostered to be on duty.

- **Handover procedures:**

Staff are to remain on duty until the next teacher comes to replace them. If they are not replaced, a student is sent to notify the office.

If any incidents have occurred whilst on duty it is the staff members responsibility to follow up with the class teacher/wellbeing officer the staff. If an incident occurs during the first half of the duty, that staff member must also inform the next person on duty.

All serious incidents must be reported to the Principal/Wellbeing Leader

- **First aid arrangements:**

The Red Anaphylaxis Card and Student Card

This card is used if the student is having an anaphylaxis reaction:



- **LAY PERSON FLAT — do NOT allow them to stand or walk.**
- Undo the key ring clip on your bumbag
- Send **ONLY the child's card** requiring the EpiPen and the **Anaphylaxis Card together** to the office immediately.
- Notify the office urgently.
- Do not delay treatment if the student is showing signs of anaphylaxis.

The Green First Aid/Sick Bay Card

This card is used if a student has:



- **Hit or bumped their head**
- Injured a limb
- Serious cuts or grazes
- An eye injury
- A serious bleed

Action Required:

- Send the student to Sick Bay immediately with this card.
- If the injury is severe or the student cannot walk safely, contact the office/Sick Bay for assistance immediately.
- Do not leave the student unattended if there is concern about their condition.

- **Emergency response procedures:**

The Emergency Card

This card is to be used when the Green Card does not apply. (e.g. Child cannot be moved from the yard e.g. fractures, serious falls, etc.)

Action Required:



- Send this card to the office immediately.
- Stay with the child at all times.
- Do NOT move the child unless they are in immediate danger.
- Keep the child calm and reassured while waiting for assistance.

I Need Assistance Card

This card does not apply to any immediate first aid care

Assistance is needed to deal with a situation e.g. stranger in the yard, student behaviour, tree has fallen, maintenance issue, etc.

Action Required:



- Send this card to the office immediately.
- Continue supervising students and the area where possible.
- Await further assistance or instructions from the office.

- **Wet/hot weather procedures:**

Wet Weather Procedures

During wet weather:

- Students may remain inside classrooms or under covered areas during recess and lunch.
- Active games should be avoided in slippery or unsafe areas.
- Staff follow the Junior Wet Day Yard Duty roster or the Senior Wet Day Yard Duty roster to supervise designated indoor or undercover areas.
- Students should wear appropriate wet weather clothing where possible.
- Any hazardous areas (e.g. flooded paths, slippery surfaces) should be reported immediately.

Hot Weather Procedures

During hot weather:

- Encourage students are encouraged to drink water regularly throughout the day.
- Hats must be worn outside in accordance with the school SunSmart policy.
- Outdoor activities may be modified, reduced, or cancelled during extreme heat.
- Students should remain in shaded or undercover areas where possible.
- Vigorous physical activity should be limited during high temperatures.
- Staff should monitor students for signs of heat stress or dehydration.
- If the temperature reaches 36 degrees the students are to remain indoors. Staff follow the Junior Hot Day Yard Duty roster or the Senior Hot Day Yard duty roster to supervise designated indoor or undercover areas.

Extreme Weather

In cases of extreme weather conditions, the Principal or leadership team may implement additional safety measures, including:

- Indoor recess/lunch. Staff will follow the Junior Wet/Hot Day Yard Duty roster or the Senior Wet/Hot Day Yard duty roster to supervise designated indoor or undercover areas.
- Modified Specialist timetables
- Cancellation of outdoor programs or sport
- Emergency management procedures as required.

- **Sun Smart procedures**

In Term 1 and Term 4 all students and staff are required to wear a hat when they are outside. Students without a hat during recess, lunch or during PE are required to sit in a in the shade in a designated area.

- **Alternative timetable procedures.**

Special events: i.e: End of term early finish, Parent/Teacher Interviews, School Feast Day, Celebrations, etc.

Alternative timetable procedures are communicated to staff well in advance. At times, specialist timetables and yard duty rosters may need to be modified due to whole-school events and/or early dismissal times.

As a result, yard duty rosters and specialist timetables will be adjusted to accommodate these changes. There may also be occasions when the whole school follows a single timetable, with all students playing together during recess and lunch breaks.

In these situations, additional staff will be scheduled to provide adequate supervision during outdoor break times.

2.4. School environment

- 2.4.1. The risks in the physical and online school environment must be considered when determining arrangements for the supervision of students (as outlined in the school's Risk Register). This includes the layout of the school, how the online environment is managed, location (busy road, near water or bush), any high-risk areas where visibility can be improved, how the behaviour of students and staff is observed, etc.

2.5. Online and remote learning activities

- 2.5.1. During periods of online and remote learning, the appropriate use and management of digital technologies are outlined in the school's [ICT Acceptable Use Policy – Students](#)
- 2.5.2. The Principal or their nominee is responsible for supervising students during periods of remote and online learning to ensure the safety of students. This

responsibility is shared between the school and the Parent. This includes students who are suspended or on a modified timetable, regardless of their status as mature minors. The school is responsible for ensuring the use of digital technologies by staff and students aligns with the principles and understandings as outlined in the school's ICT Acceptable Use Policy – Students.

2.6. Changes to school operating times and alternative programs

- 2.6.1. The Principal to document the procedures for supervision of students that operate in the school
- when there are changes to the start and finish times for the school. This is communicated to staff prior to any changes during weekly Debrief and in the daily staff notices at 7am.
 - when alternative programs or timetables are in place, such as parent teacher/student meetings, swimming, camps, etc. This is communicated to staff prior to any changes to programs or timetables during weekly Debrief and in the daily staff notices at 7am.
- 2.6.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.

3. Supervision responsibilities outside of school hours

3.1. Before and after school hours

- 3.1.1. The Principal must ensure students are supervised for a minimum of ten minutes before and after school hours. A sufficient number of teachers must be present to supervise students as they arrive and leave before and after school. The duration of supervision will depend on the age of the students, cohorts and local school environment.
- 3.1.2. The Principal or their nominee is not required to supervise transport outside of school hours unless it is for a school-arranged activity or program.
- 3.1.3. The Principal or their nominee to document
- the time the school grounds will be open and supervised
 - procedures for arranging replacement supervisors before and after school
 - areas that will be supervised
 - the time supervision will conclude at the end of the day
 - the process for students who remain on the school premises after the supervision ends
 - arrangements for before or after school activities (e.g., sport, music, etc)
 - how parents are informed of the procedures for supervision before and after school.

(Please see 2.1.4 for School Procedures for Arriving at School/Leaving School During the School Day).

3.2. School entry and exit points

- 3.2.1. The Principal or their nominee may organise supervision of entry and exit points that consider:
- the location of entry and exit points and whether they should be locked, designated as out of bounds or supervised
 - road traffic conditions
 - designated pick up and drop off areas.
- 3.2.2. The Parent has primary responsibility for the care and supervision of their child/ren's travel to and from school.

4. Supervision responsibilities for transport

4.1. Public transport

- 4.1.1 The Principal or their nominee is not obliged to supervise students using public transport, but may document procedures at public transport stops or stations based on:
- the proximity of the school to the public transport stop/station
 - known risks to students using public transport
 - unruly or antisocial behaviour
 - the age of the students.

4.2. Intercampus transport

- 4.2.1. The Principal retains a duty of care for all students traveling between school campuses for any school-arranged activity or program.
- If applicable, the Principal or their nominee is to document the supervision arrangements for students travelling between school campuses. The Principal should consider the advice outlined in the Supervision and Duty of Care policies including risk assessments for attendance, outside of school hours programs, collection of students, students leaving the premises during the day, and child safety and behaviour considerations. In determining supervision ratios, the Principal must consider:
 - the experience, qualifications and skills of the supervising staff
 - the distance between school campuses
 - the age, maturity, health, ability and experience of the students
 - the size of the student group
 - the individual needs of the students
 - any relevant factors relating to the attending staff
 - emergency response planning.
 - The Principal must ensure that the supervision arrangements for intercampus transportation comply with MACS policies for child safety and wellbeing, medical management, anaphylaxis management, first aid and their associated Procedures.

4.3. Transport organised by the school

- 4.3.1. The Principal retains a duty of care for all students who are required to travel on transport organised by the school for any school-arranged activity or program.
- 4.3.2. All excursions, camps and travel must be undertaken in accordance with the Victorian Department of Education (DE) Excursions – Supervision staff to student ratios. Principals must refer to the MACS Excursions, Camps and Travel Policy and associated procedures for information about travel.
- 4.3.3. Any transport organised by the school requires the informed consent of Parent/Carers
- Principal or their nominee to document the process for receiving Parent/Carers informed consent:

Completed consent forms are stored at the school and kept until the end of the year. However, if an incident occurs while a student is travelling on the transport or attending the event, the consent form will be retained by the school for a longer period.

5. External providers

5.1. Offsite external provision

- 5.1.1 The Principal retains a duty of care for senior secondary students engaged in educational programs at other schools, registered training organisations (RTO) or institutions.
- The Principal or their nominee to document the school's processes for students attending educational programs at other schools, RTOs or institutions. This includes: risk assessments for attendance, outside of school hours programs,

collection of students, students leaving premises during the day and child safety considerations:

The school completes the Risk Assessment, Out of School Activity Log, and Permission Form for any educational event held outside the school, including interschool sports.

A risk assessment is also completed for attendance at outside-of-school-hours programs, such as school carols. Staff are required to complete the attendance forms provided by the office, and students are marked off once they are collected by their parent/carer.

- Principal to ensure compliance with MACS policies for Medical Management, Anaphylaxis Management, First Aid, Duty of Care and their associated Procedures. Copies of these documents must be provided to the offsite schools, RTOs or institutions.
- Any contract between the school and RTOs or institutions must include requirements and processes for: agreed supervision, travel arrangements and updating the Principal about student engagement, attendance, assessment and reporting.

5.2. On-site external provision

- 5.2.1. The Principal or their nominee refers to their school's relevant Child Safety and Wellbeing Policy, Procurement and Contract Management Policy and Risk Management Policy when engaging external providers.
- 5.2.2. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 5.2.3. The supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 5.2.4. The classroom teacher or teacher in charge is responsible for the group at all times. Visiting speakers or external providers do not have authority to supervise students.
- 5.2.5. A VIT registered teacher must be present when external providers work with students, such as during swimming, guest speaker sessions, onsite activities or telehealth appointments (e.g., VCEA Therapy Program – Occupational Therapy/Physiotherapy sessions).
- 5.2.6. External providers must sign in at the school office and wear a Visitor's Identification Card. Refer to [Child Safety and Wellbeing Policy](#) for procedures.
- 5.2.7. External providers must have a current Working with Children (WWC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 5.2.8. The teacher-in-charge must complete a record of the activity and submit it to the Principal for approval before the activity.
- 5.2.9. If external providers work with students one-to-one, they must be within the supervision and line of sight of a VIT registered teacher in the school. This includes, for example, National Disability Insurance Scheme (NDIS) funded allied health workers.
- 5.2.10. Refer to [Excursions, Camps and Travel Policy](#) and [Excursions Procedures](#) for details for planning onsite adventure activities. Excursion Risk Assessments, Activity Logs and Parent Consent forms are organised by the Year Level Team Leader in collaboration with the Deputy Principal.
- 5.2.11. If external providers, such as psychologists are administering one-to-one assessment, the scheduling of the assessment is communicated to all relevant staff.
- 5.2.12. Any visitors to the school, including external providers such as psychologists, speech pathologists, and incursion providers, must sign in at the office using the VPass system. No visitor may enter the school without a valid VIT registration or Working with Children Check (WWCC).

6. Workplace Learning

6.1. Supervision

- 6.1.1. Employers must follow [Ministerial Order 1412 – Structured Workplace Learning Arrangements](#) or [Ministerial Order 1413 – Work Experience Arrangements](#), in accordance with the relevant Arrangement. These orders and their respective Arrangement Forms outline the employer's supervision duties and obligations when a student is in a workplace for a Structured Workplace Learning or a Work Experience Arrangement. Under the Arrangement, the employer is responsible for the student's care and control while they are at the workplace and/or under the supervision of the employer (or the supervisor(s) nominated by the employer to undertake direct supervision of the student).
- 6.1.2. For School-based Apprenticeships and Traineeships, the employer must:
 - be approved by the Victorian Registration and Qualifications Authority (VRQA) as a 'fit and proper person' to act as an employer of an apprentice or a trainee
 - enter into and comply with the Training Contract, a legally binding employment agreement, signed by the employer, the student and Parent (where the student is under 18 years of age)
 - provide supervision by a 'fit and proper person' with the appropriate qualifications, knowledge and skills to train an apprentice or a trainee.

6.2. Transport

- 6.2.1. For students engaged in Structured Workplace Learning, Work Experience or School-based Apprenticeships and Traineeships, the student or the Parent (where the student is under 18 years of age) is responsible for transportation to and from the workplace.
- 6.2.2. If the student needs to travel by vehicle with their employer and/or nominated supervisor(s) during Structured Workplace Learning or Work Experience (including to and/or from the workplace), the employer must complete the relevant Travel and Accommodation Form. The student or the Parent /Carer (where the student is under 18 years of age) must also complete this form to give consent.
- 6.2.3. The Parent/Carer, student and Principal must approve any transport arrangements to and from the school community work. The student's Parent / Carer must inform the Principal in writing that they will be responsible for the student's transport to and/or from the school community work when the work is done outside of school hours.

7. School community work

- 7.1. The Principal retains a duty of care for all students, and this extends beyond the school grounds to include school-approved activities, including school community work.
- 7.2. The host organisation for the school community work must supervise students at all times, regardless of the location, time and nature of the work being performed.
- 7.3. The Principal must take reasonable steps to manage risks and ensure the safety of students engaging in the school community work. This includes ensuring that students engage in tasks that are suitable for their maturity, skills and qualification level, and ensuring they are directly supervised by suitably qualified, experienced and competent persons at the relevant tasks that the student will undertake. Supervising staff must have a valid Working With Children Check.

8. Definitions

Definitions of standard terms used in this Policy can be found in the [Glossary of Terms](#).

First aid

The emergency treatment provided to employees, students and others who suffer injury or illness while at work/school, using the facilities or materials available at the time. In the case of severe injury or illness, members of staff are not required to diagnose or treat the condition apart from carrying out the appropriate first aid procedures. Diagnosis and treatment are the responsibility of the ambulance officer or medical practitioners.

School community work

School community work is community work by a student that:

- supports the student’s learning and career development
- directly benefits the community
- is organised by the school
- is undertaken voluntarily by the student
- is approved by the Principal of the school as school community work.

School community work is not work experience or structured workplace learning.

Structured Workplace Learning

Structured Workplace Learning provides students with the opportunity to integrate on-the-job experience with secondary study as part the Victorian Certificate of Education (VCE), the VCE Vocational Major (VCE VM) or the Victorian Pathways Certificate (VPC). All Structured Workplace Learning Arrangements must comply with [Ministerial Order 1412 – Structured Workplace Learning Arrangements](#). The [Structured Workplace Learning Arrangement Form](#) and any form(s) related to the placement must be completed and signed before the Structured Workplace Learning placement commences.

Work Experience

Work Experience is the short-term placement of secondary school students, generally during Years 9 and 10, with employers to provide insights into industry and the workplace. All Work Experience Arrangements must comply with [Ministerial Order 1413 – Work Experience Arrangements](#). The [Work Experience Arrangement Form](#) and any form(s) related to the placement must be completed and signed before the Work Experience placement commences.

Yard duty

The duty given to teachers and education support staff to supervise students inside and outside school buildings during breaktimes.

9. Related policies and documents

Supporting documents (Stored on HE Staff Google Drive)

Yard Duty Areas Map

Yard Duty Roster

Yard Duty roles and responsibilities

Staff Handbook

Daily Staff Notices sent by email at 7am, Monday to Friday

Related MACS policies and documents

Attendance Policy for MACS Schools

Supervision Policy for MACS Schools

Child Safety and Wellbeing Policy and Procedures

First Aid Policy

Duty of Care Policy for MACS Schools

ICT Acceptable Use Policy – Students

Policy information table

Approving authority	Director, Education Excellence
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