



Purpose

These procedures outline the processes in place at Mercy College to implement the school's Supervision Policy.

Procedures

Supervision responsibilities during school hours

1. Classrooms

- 1.1. Students are to be supervised in all activities that are undertaken as part of the classroom routine, as well as for activities that are not part of the regular classroom routine.
- 1.2. If a teacher must leave their classroom for any reason, they must ensure that another authorised teacher is supervising the class.
- 1.3. School officers, education officers, trainee teachers or visiting teachers are not authorised to be responsible for a class in the absence of the designated teacher. Trainee teachers, school officers, parent/guardian/carer helpers and visiting teachers may work with one or more students in small group work, but only under the supervision and direction of the classroom teacher.
- 1.4. Teachers must consider the safety and wellbeing of students, with greater care and consideration for younger students or those at risk. Adequate, age-appropriate supervision that considers the nature of activities, plant and equipment being used, proper handling of any hazardous substances and use of relevant protective equipment must be provided.
- 1.5. Teachers should establish classroom rules that highlight behaviour expectations, set boundaries and assist in establishing classroom routines and practices.
 - 1.5.1. Classroom rules are the responsibility of the teacher but must be consistent with [Mercy College child safety code of conduct](#) and, the [Child Safety and Wellbeing Policy](#).
 - 1.5.2. Year 12 students not having scheduled class time during class periods are to remain in the Year 12 Lounge or study space under the supervision of the Senior Wellbeing Leader. The Year 11 students are to attend the Library.

2. Yard duty

- 2.1. Teachers are responsible for following reasonable and lawful instructions from the principal including instructions to provide supervision to students at specific dates, times and places and in way that identifies and mitigates risks to child safety and wellbeing.
- 2.2. All teaching staff may be required to participate in the Mercy College yard duty roster and Mercy College supervision requirements and must follow the school procedures for responding to accidents and incidents within the school grounds.
- 2.3. Teachers must be visible and active during supervision and are to remain on duty in the designated area until they are replaced by the next supervising teacher.
- 2.4. The principal must identify potential hazards and risks in the school grounds and take appropriate measures to mitigate these.

2.4.1. Designated areas for duty must be illustrated on a yard duty map

	Clairvaux Building and Cafeteria
	West Building, Science, Art
	Sails, The Green, Cafeteria Courtyard



2.4.2. Out of bounds areas identified and communicated to staff and students, as outlined as the white areas on the above yard duty map.

2.4.3. Students are not permitted to move along the college fence line near the tributary under any circumstances. This area poses potential safety risks and is out of bounds. Additionally, students are not permitted to be located on the Convent Court side of the Music House, as this area is unsupervised and not designated for student access.

Staff will actively monitor these areas, and students found outside designated zones may be subject to appropriate disciplinary action.

2.5. The yard duty roster is available on SIMON, in staff timetables and in the Staff Dining Room.

2.5.1. It is the responsibility of the Operations Leaver to maintain the yard duty roster.

2.5.2. In the event of a 'known' staff absence, a replacement is allocated at the beginning of the day as part of Daily Operations. This change is reflected on a staff members timetable and on the daily bulletin.

2.6. Responsibilities and duties for supervising teachers

2.6.1. Staff on Yard Duty are required to collect a first aid bag, and safety vest from the Staff Dining Room and a sign out a walkie talkie from Reception.

2.6.2. Lunch 2 staff must go to the assigned area on time to relieve the Lunch 1 staff member. When you hand over, share any important information or observations about students or the yard. Lunch 1 staff must give the walkie talkie to the Lunch 2 yard duty staff member during the handover. On completion of the yard duty the staff member is to return (sign in) the walkie talkie to Reception.

Duty	Start	Finish
Before School	8.20am	8.40am

Recess	10.45am	11.05am
Lunch 1	1.35pm	1.55pm
Lunch 2	1.55pm	2.15pm
After school	3.20pm	3.40pm

2.6.3. Any students requiring first aid should be sent to sick bay, accompanied by another staff member or student. In the event that the student cannot be moved, Reception should be called, and first aid will be brought to the student.

2.6.4. Walkie Talkie Use for Yard Duty

Before Starting Yard Duty:

- Go to Reception to collect a walkie talkie.
- Sign it out in the logbook.

Using the Walkie Talkie:

- Speak clearly and simply.
- Always start your message with your name and location.
- Example: "This is [Name] I am located at [Location] and [such and such has occurred, I require...]"

When You Get a Call:

- Respond straight away.
- Let the person know you heard them and take any action needed.

If Something Happens:

- Use the walkie talkie to report incidents, accidents, or emergencies.
- Give clear details about what happened and where.

Handover Lunch 1 and Lunch 2:

If another staff member is taking over, pass on the walkie talkie and advise of any messages that they may need to be aware of.

2.6.5. In the event of an emergency (fire or lockdown), staff and students should follow instructions via PA announcements. If an emergency occurs in the yard, follow the steps below:

- Assess the Situation – Quickly determine the nature and severity of the incident (e.g., injury, fight, medical emergency, intruder, fire).
- Ensure Immediate Safety – Move students away from danger. If necessary, instruct them to go to a safe area.
- Call for Assistance – Use the walkie talkie or send a responsible student to the nearest staff member or office for help. Contact:
 - Reception/Main Office for medical emergencies
 - Leadership Team for serious incidents
 - Reception/Main Office to call emergency services if required
- Provide First Aid – Offer basic first aid while waiting for assistance. Do not move an injured student unless necessary.
- Manage Student Behavior – If dealing with a fight or unsafe behavior, use calm verbal instructions to de-escalate. Do not physically intervene unless absolutely necessary to prevent harm.
- Report the Incident – As soon as possible, document the details in an incident report and inform relevant staff (e.g., Learning and Wellbeing Leader, Senior Leadership Team, Principal).
- Follow Up – Check in with students involved, liaise with parents if required, and participate in debriefing if needed.

2.6.6. In the event of extreme weather, staff and students are required to move to the extreme weather condition locations, as outlined in the yard duty document in the staff handbook.

2.6.7. In the event of an alternate timetable, staff will be briefed on yard duty supervision at weekly briefing or via SIMON notices.

3. Before and after school supervision

- 3.1. Principals must ensure school supervision is provided for a minimum of ten minutes before and after school.
- 3.2. Principals are to document:
 - 3.2.1. the time the school grounds will be open and be supervised
College grounds are supervised from 8.20am each morning
 - 3.2.2. areas that will be supervised
Before School Duty area of supervision is between the Clairvaux and West Buildings. After School Duty area of supervision is at the Gate 2 Tram Stop.
 - 3.2.3. time supervision will conclude at the end of the day
After school duty supervision concludes at 3.40pm
 - 3.2.4. process for students who are still on the premises at the conclusion of supervision
 - If students remain on campus after supervision has ended, they must follow this procedure to ensure their safety and accountability:
 - Move to a Designated Area
 - Students must go directly to either the library (if open) or the Administration Office once supervision has ended.
 - Staff on duty should direct students to these locations if they are lingering elsewhere.
 - Wait in the Designated Area
 - Students should remain in the designated area until collected by a parent/guardian or given permission to leave safely.
 - They are expected to use this time productively (e.g., reading, completing homework).
 - Parent/Guardian Notification (if necessary)
 - If a student remains on campus for an extended period, staff may contact parents/guardians to confirm pick-up arrangements.
 - This process ensures student safety while maintaining clear supervision and accountability.
 - 3.2.5. arrangements for before or after school activities (e.g., sport, music, etc)
All before and after school activities require a school activity to be set up on SIMON. The permissions must be signed by a parent/guardian or the student will not be able to attend the activity.
 - 3.2.6. how parents are made aware of before and after school supervision procedures
Parents/Guardians are made aware of school supervision procedures through the Mercy College Supervision Procedures and communication through the College newsletter.

4. School entry and exit points

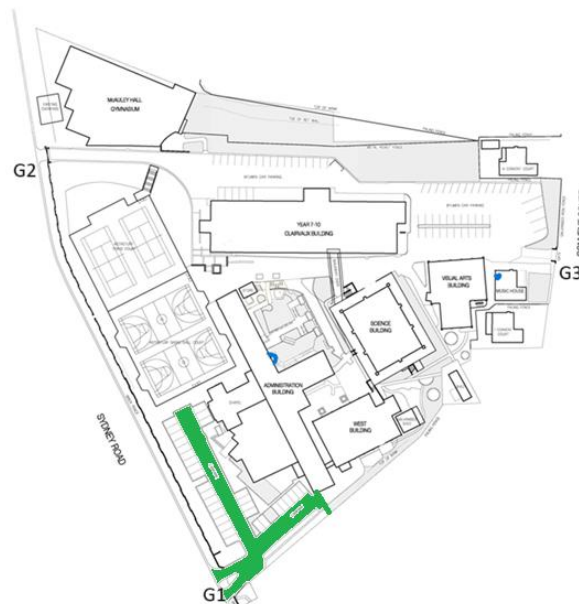
- 4.1. Principals may organise supervision of entry and exit points that consider:
 - 4.1.1. Location of entry and exit points
Parents/Guardians and visitors can access the College via Gate 1, with entry via the Administration Building.
Staff carpark can be accessed via Gate 2 or 3.
Students with disability access can enter the College via Gate 1 or Gate 3.
Pedestrian Access for students via Gates 1, 2 and 3.
 - 4.1.2. Road traffic conditions
Traffic conditions on Sydney Road in front of Mercy College can be quite challenging, especially during peak school drop-off and pick-up times. Sydney Road is a major arterial road with consistently high traffic volumes, and vehicles often travel at speed despite the nearby pedestrian crossing and school zone signage.

Turning right onto Sydney Road from the college presents significant difficulties. There is no dedicated right-turn lane or traffic signals at the college exit, meaning cars trying to turn right must wait for clear gaps in both directions of traffic. During busy periods, these gaps can be rare, leading to long delays, frustration, and at times risky decision-making

as drivers attempt to quickly merge into the flow of traffic. The situation is further complicated by the presence of parked cars, trams, and unpredictable pedestrian movements, making visibility and maneuverability more difficult.

4.1.3. Designated pick up and drop off areas

The designated student pick up and drop off area are indicated in green below. The front car park, access via Gate 1, has parking bays for parents to wait for their child. Parents can also pick up their child from Convent Court or Carr Street but are required to follow council signage regarding no-standing zones.



4.1.4. Bus supervision

- To ensure the safety and orderly conduct of students accessing trams or public buses in front of the college, while maintaining appropriate supervision until the arrival of the public transport vehicle.
- Designated Supervision Areas:
 - Teachers on duty must position themselves at gate 2 near the designated tram and bus stops while ensuring students remain within the college property.
- Holding Students on College Grounds:
 - Students must remain within the college gates until the public transport vehicle arrives.
- Monitoring Arrivals and Departures:
 - Teachers should keep a visual on approaching trams and buses and notify students when their vehicle is arriving.
 - Students must wait for the vehicle to come to a complete stop before moving towards it in an orderly fashion.
 - Any student who is not catching public transport should not remain in the waiting area.
- Behavior Expectations:
 - Students are expected to behave responsibly while waiting, showing respect to the supervising teacher and the general public.
 - Running, pushing, or disruptive behavior will not be tolerated.
 - Teachers should address any misconduct and, if necessary, report repeat offenses to relevant pastoral staff.
- Emergency Procedures:
 - In the event of a transport delay, teachers should ensure students remain within the college premises and inform relevant school personnel if the delay is significant.

- If an incident occurs (e.g., student injury, altercation, or interaction with an unknown individual), teachers should intervene appropriately and report the matter to college leadership.
- End of Duty Protocol:
 - Teachers must remain on duty until all students have safely boarded their transport or have been collected.
 - Any students left waiting for extended periods should be directed to the college reception for further assistance.

4.1.5. Other public transport considerations

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during pick-up and drop off times.

- Entry and exit signage to the school is located at:
 - Gate 1, Gate 2, Gate 3.
- Designated pick-up and drop-off areas for students are located at Gate 1.
- Pick-up and drop-off areas for students are clearly marked by:
 - Signage, parking bays.
 - Pick-up and drop off areas for students are regularly maintained.
 - Line marking performed periodically.
- Traffic / Crossing Controllers utilise the following safety aids and personal protective equipment (PPE):
 - Lollipop sign
 - High visibility jacket
- Pedestrian walkways are physically protected from designated roadways by:
 - Fence separating pedestrian walkway and Gate 3 carpark.
- Pedestrian walkways are clearly marked / indicated by:
 - Pedestrian only signage.
- Speed restriction signage is clearly displayed in the school at the following locations; One at each of Gates 1 to 3.
- Speed controlling devices are in place to restrict vehicle speed on site:
 - N/A due to small school size and logistics.
- Other considerations or risk controls that need to be documented?
 - Directional arrows on road surfaces.
 - Signage outlining 10km/h shared zone between vehicles and pedestrians.

4.2. Public transport and transport organised by the school

4.2.1. Principals are 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 that transport
- unruly or antisocial behaviour
- age of students

Refer to steps in 4.1.4 bus supervision for supervision of Public Transport. For bus services run by Mercy College, students wait in a designated area in Carpark 3. Bus drivers are onboard the bus at the conclusion of the day and students can board when they arrive at the bus.

4.3. Similar to public transport, staff are not required to supervise transport outside school hours, however, schools chartering bus companies for travel to and from school should have clear behaviour expectations for the driver and students and follow relevant Procurement and Risk Management Policies to ensure child safe procedures are followed.

4.4. Parents/guardians/carers have primary responsibility of their child/ren's travel to and from school.

5. Offsite activities and excursions

5.1. For all supervision requirements for offsite activities, excursions including local excursions, refer to the [Excursion, Camps and Travel Policy](#) and [School Excursions Procedures](#).

6. Activities involving external providers – onsite

- 6.1. For details regarding offsite external providers, refer to the Excursions, Camps and Travel Policy and Procedures.
- 6.2. Refer to schools relevant Child Safety and Wellbeing Policy, Procurement Policy and Risk Assessment Policy when engaging external providers.
- 6.3. All visitors must adhere to the school's Child Safety and Wellbeing Policy and Procedures and Child Safety Code of Conduct.
- 6.4. Supervision of students provided for presentations and incursions must be appropriate to the age of students, location and nature of the activity.
- 6.5. The classroom teacher, or teacher in charge of the group is responsible for the group at all times. Visiting speakers do not have the authority to supervise students in schools.
- 6.6. When an external provider is involved in working with a class or group of students a teacher will be present throughout the activity. e.g., swimming, guest speaker on site.
- 6.7. External providers are required to sign in at the school office, and wear a Visitor's Identification Card.
 - 6.7.1. Refer to [Child Safety and Wellbeing Policy](#) for procedures
- 6.8. External providers must have a Working with Children Check (WWCC) Clearance. The WWCC number must be recorded by the teacher organising the activity.
- 6.9. A record of the activity will be completed by the teacher-in-charge of the activity, and given to the principal, for approval, prior to the activity.
- 6.10. Refer to [Excursions, Camps and Travel Policy](#) and [Excursions Procedures](#) for details for planning onsite adventure activities. If external providers are working with students one-to-one, they will be within the supervision and line of sight of other teachers in the school, e.g., music lessons, National Disability Insurance Scheme (NDIS) providers.
 - 6.10.1. Procedure for External Providers Working One-to-One with Students

To ensure the safety and wellbeing of all students, the following procedures must be adhered to when external providers (e.g., music tutors, NDIS providers) are working one-to-one with students:

 - a) Supervision Requirement

External providers working individually with students must do so within the supervision and line of sight of college staff at all times.
 - b) Location

Sessions must take place in rooms or spaces where there is clear visibility, such as rooms with windows or open doors. If necessary, sessions are to be held in shared spaces where other staff members are present.
 - c) Staff Presence

A college staff member must be located nearby, readily visible or able to observe the session, ensuring active supervision is maintained.
 - d) Record Keeping

Details of the session (time, location, provider, and student) must be recorded and accessible to relevant college leadership if required.
 - e) Communication

External providers must be informed of these expectations prior to beginning work with students, and must agree to comply with the college's child safety and supervision policies.
 - f) Non-Compliance

Any breach of this procedure must be reported immediately to a member of the Leadership Team and will be reviewed in accordance with the college's Child Safety Policy.
- 6.11. If external providers, such as psychologists are providing one-to-one testing, the schedule is monitored by office staff or a school leader.
 - 6.11.1. Procedure for External Providers Conducting One-to-One Testing

To ensure the safety and proper management of one-to-one testing sessions conducted by external providers (e.g., psychologists), the following procedures must be adhered to:

- a) **Scheduling and Monitoring**
All one-to-one testing sessions must be scheduled in advance. The schedule is to be monitored by office staff or a school leader to ensure awareness of when and where testing is occurring.
 - b) **Location**
Testing must occur in a location that allows for appropriate visibility, such as a room with a window or with the door left ajar where possible.
 - c) **Staff Oversight**
Office staff or the designated school leader must maintain a record of student attendance at each session, ensuring students are signed in and out appropriately.
 - d) **Principal Responsibilities**
The Principal is responsible for documenting and maintaining the school-based procedures for external providers conducting one-to-one testing. These procedures must align with the college's Child Safety Policy and relevant legislation.
 - e) **Communication**
External providers must be informed of the college's expectations regarding student supervision, scheduling, and child safety protocols prior to commencing work.
 - f) **Non-Compliance**
Any breach of this procedure must be reported immediately to the Principal or a member of the Leadership Team and will be reviewed under the college's Child Safety Policy.
- 6.12. Senior secondary students engaged in educational programs at other schools or registered training organisations or other institutions.
- 6.12.1. Procedure for Senior Secondary Students Engaged in External Educational Programs
- To ensure the safety, accountability, and educational continuity of senior secondary students participating in programs at other schools, registered training organisations (RTOs), or other institutions, the following procedures must be adhered to:
- a) **Program Approval**
All external educational programs must be approved by the college prior to the student's commencement. Participation must align with the student's educational pathway plan.
 - b) **Monitoring and Record Keeping**
The college must maintain accurate records of student enrolments, attendance schedules, and contact details for the external provider. Attendance and progress must be regularly monitored by designated college staff.
 - c) **Student Responsibilities**
Students must follow the expectations set by both the external provider and the college while engaged in off-site programs. They must also maintain regular communication with their college-appointed contact.
 - d) **Principal Responsibilities**
The Principal is responsible for documenting and maintaining the school-based procedures governing student engagement with external educational providers. These procedures must align with the college's Duty of Care obligations and relevant regulatory frameworks.
 - e) **Communication**
Clear communication channels must be established between the college, the external provider, and the student (and their parent/guardian, where applicable) to ensure expectations and responsibilities are understood.
 - f) **Non-Compliance**
Any concerns regarding a student's participation, attendance, or conduct while engaged in external programs must be reported to the Principal or a member of the Leadership Team for review and action.

7. Online and remote learning activities

Where periods of online learning occur the appropriate use and management of digital technology is outlined in our schools' [ICT Acceptable Use Policy](#).

8. Changes to school operating times and alternative programs

- 8.1. Schools are to document the procedures for supervision of students that operate in the school

- 8.1.1. when there are changes to the start and finish times for school,

When there are changes to the standard start and/or finish times (e.g., early finishes for the end of term or special events), appropriate supervision arrangements must be organised to cover the changed times.

Staff must be allocated to supervise students who are onsite outside of regular school hours, ensuring duty of care is maintained.

- 8.1.2. alternative programs or timetables in place, such as during exams, parent teacher/student meetings, etc.

During periods of alternative programs (e.g., examinations, parent-student-teacher conferences, special events), supervision plans must be put in place.

Students attending school must have access to supervised study spaces or allocated gathering points when not engaged in specific activities.

- 8.1.3. senior students use of study or free lessons

Senior students who have study periods or free lessons must be supervised in designated study areas, such as a study centre, library, or supervised common space.

- 8.2. Principal to document how changes to programs/timetables and supervision of students in these instances are to be communicated to families.

The Principal must ensure that changes to school start/finish times, supervision arrangements, and any alterations to programs or timetables are clearly communicated to families in a timely manner.

Communication may be made via multiple channels, including the school's parent portal, newsletters, emails, SMS notifications, and/or written letters, ensuring that families are well-informed of changes and expectations.

Definitions

Child safety

Child safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to suspicions, incidents, disclosures or allegations of child abuse ([Ministerial Order No. 1359](#)).

Duty of care

Duty of care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps a school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

School environment

Means any of the following physical, online or virtual places used during or outside school hours:

- a campus of the school
- online or virtual school environments made available or authorised by MACS or a MACS school for use by a child or student (including email, intranet systems, software, applications, collaboration tools and online services)
- other locations provided by the school or through a third-party provider for a child or student to use including, but not limited to, locations used for camps, approved homestay accommodation,

delivery of education and training, sporting events, excursions, competitions and other events) ([Ministerial Order No. 1359](#)).

School staff

Means an individual working in a school environment who is:

- directly engaged or employed by a school/service governing authority
- a contracted service provider engaged by MACS (whether a body corporate and whether any other person is an intermediary) engaged to perform child-related work for a MACS school
- a minister of religion, a religious leader or an employee or officer of a religious body associated with MACS ([Ministerial Order No. 1359](#)).

Student

Student means a person who is enrolled at or attends a MACS school.

Volunteer

A person who performs work without remuneration or reward for MACS or a MACS school in the school environment.

Yard duty

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

Related policies and documents

Supporting documents

Yard Duty Areas Map

Yard Duty roles and responsibilities

Related MACS policies and documents

Supervision Policy for MACS Schools

Supervision Procedures for MACS schools

Child Safety and Wellbeing Policy

First Aid Policy

Teacher Registration Policy

Working with Children Check Policy

Policy information table

Approving authority	Director, Learning and Regional Services
Approval date	
Major review by	
Publication details	CEVN