

## ADEQUATE SUPERVISION PROCEDURE (ON-SITE)

### Part A: Roles and Responsibilities

Role	Responsibility
<b>Manager</b>	<ul style="list-style-type: none"> <li>• Ensure that GNLC complies with its legislative obligations relating to the safety and wellbeing of Young People.</li> <li>• Develop, review and revise policies and procedures relating to the safety and welfare of Young People at GNLC.</li> <li>• Coordinate the implementation of policies and procedures relating to the safety and welfare of Young People at GNLC.</li> <li>• Ensure all classes are adequately supervised</li> </ul>
<b>Coordinator</b>	<ul style="list-style-type: none"> <li>• Ensure that Adults and Young People participating in Activities conducted in the course, are provided appropriate information and/or training relating to the Policy and this Procedure including the Child Safety Reporting process.</li> <li>• Ensure that all Activities involving Young People are conducted in accordance with the Policy and this Procedure and other related GNLC policies and procedures</li> <li>• Make arrangements for timetable classes, in the event of Teacher absence.</li> <li>• Supervise any Under 18 students in the event of teacher absence, if required.</li> <li>• Ensure any notes from parents giving written consent for students to leave site are filed in Student files.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>• Notify the Manager and Coordinator as early as possible of absence.</li> <li>• If required arrange an alternative time to teach the class.</li> <li>• Ensure a bank of emergency activities are easily accessible in the Course folder and/or on the Shared Network Drive.</li> </ul>
<b>Students Under 18 years of age</b>	<ul style="list-style-type: none"> <li>• Remain on site unless written consent from a Parent/Legal Guardian is provided to the Coordinator</li> </ul>
<b>Parent / Guardian</b>	<ul style="list-style-type: none"> <li>• Provide written consent if a student is required to leave GNLC during timetabled classes.</li> </ul>

## Part B: Overview

**All Students under the age of 18 are required to remain On-Site unless written consent is given to the VCAL Coordinator on the day.**

**To ensure classes are adequately supervised, teachers are required to inform the Manager and Coordinator of any absence.**

<p><b>Staff Absence (known in advance)</b></p>	<ul style="list-style-type: none"> <li>• Teacher informs Manager and Coordinator <b>via email</b> as early as possible.</li> <li>• Manager and Coordinator make suitable arrangements for supervision. Where possible the following may be arranged:             <ul style="list-style-type: none"> <li>○ Reschedule the class</li> <li>○ Employ a replacement teacher</li> <li>○ Join with another appropriate class that has teacher supervision</li> <li>○ Set work for the students to complete independently (either on campus to be supervised by the Coordinator or at home). Parents / Guardians of any Under 18 students must be contacted and consent given before students can work unsupervised.</li> </ul> </li> <li>• Coordinator informs Teacher of arrangements.</li> <li>• If the class is unsupervised and independent work is set, the Coordinator makes contact with Parents / Guardians of any Under 18 students. Where possible consent should be given in writing. However, this will depend on the timeframe. Records of consent must be stored in student file.</li> <li>• Coordinator informs Administration staff so an entry can be made in the Main diary.</li> <li>• Teacher either:             <ul style="list-style-type: none"> <li>a. Reschedules the class for an alternative time / day and informs Manager, Coordinator and Students of arrangement</li> <li>b. Provides adequate and meaningful work for a replacement teacher or independent learning.</li> </ul> </li> </ul>
<p><b>Staff Absence (day of)</b></p>	<p>Teacher to inform Manager and Coordinator via email as early as possible on the day <b>via phone call or text message.</b></p> <ul style="list-style-type: none"> <li>- Manager and Coordinator make suitable arrangements for supervision. Where possible, the class may be:             <ul style="list-style-type: none"> <li>○ Rescheduled</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Conducted by a replacement teacher</li> <li>○ Combined with another appropriate class that has teacher supervision</li> <li>○ Given set work for the students to complete independently (either on campus to be supervised by the Coordinator or at home). If Under 18, parent / guardian will be notified and permission sought for students to be sent home or work independently at GNLC. Records of consent must be stored in student file.</li> </ul>
<b>Student 18 years and over leaving GNLC premises</b>	<ul style="list-style-type: none"> <li>● Students are required to inform the VCAL Coordinator if they need to leave site before the end of class.</li> <li>● In the case of assessment, Students may be asked to provide a medical certificate.</li> </ul>
<b>Students Under 18 years leaving GNLC premises</b>	<ul style="list-style-type: none"> <li>● All Under 18 students are to remain on site until the end of class each day, unless written consent is given to the VCAL coordinator <b>on the day</b>.</li> </ul>

## Relevant Policies and Procedures

- Adequate Supervision of Students Policy
- Adequate Supervision Procedure (Off Site)
- Child Safe Standards and Mandatory Reporting Policy
- Child Safe Standards and Mandatory Reporting Procedure
- Child Safety Reporting Guidelines
- Child Safety Reporting Process
- Code of Ethical Practice
- Employment of Teachers Policies - Staff absenteeism

## Legislation and Regulations

The Child Wellbeing and Safety Act 2005 (Vic) and the Child Safe Standards;

The Children, Youth and Families Act 2005 (Vic);

<b>Status</b>	Current
<b>Effective Date</b>	23/6/20
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