DOBCEL POLICY AND PROCEDURE OVERVIEW

Policy Title	DOBCEL Supervision of Students Policy
Procedure Title	Template for School Supervision of Student Procedures
Accompanying Documents	Template for School Website: Volunteer Information Template for School Website: Student Supervision Information for Parents
Date	24 February 2021

Access the abovenamed document(s) via eSORT:
Compliance and Statutory requirements – Section A 4.1 Care, Safety and Welfare of Students

Key changes

- Updated Policy and Procedures document.
- Procedures Document needs to be contextualised.
- School Information on Supervision and Volunteering needs to be uploaded to the school website.
- You will notice duplication between the Supervision Policy and Procedures and the Duty of Care Documents. These documents have been authorised by CECV and VRQA in this current format and must be used in the current formats until they are updated.

Action required – by 10 March 2021

- Upload the DOBCEL Supervision of Students Policy to the school website.
- Contextualise the School Supervision of Students Procedures editing the green text, before saving as a PDF, change the edited text to black text.
- Upload the DOBCEL policy and contextualised procedure document to your school eSORT Tree.
- Contextualise and update the Volunteer Information and upload to the school website (if not already on the website).
- Contextualise and update the Student Supervision Information for Parents and upload to the school website (if not already on the website).
- Remove all Supervision Policies and Procedures from your website and intranet. Archive these to be available as an historical record if needed.
- Contact Sandra Harvey on 03 5337 7106 or sharvey@ceob.edu.au if you have any further queries.