

SUPERVISION POLICY

PURPOSE

To ensure school staff understand their supervision responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Monash Children's Hospital School, including education support staff, casual relief teachers and visiting teachers.

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 Principal is responsible for ensuring that there is a well organised and responsive system of supervision in place at the school, including on school excursions and camps and other school activities.

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

Teaching Sessions

Arrangements will be in place to ensure student safety in the event a teacher needs to temporarily leave a student unattended at any time during a lesson. These arrangements will differ depending on the individual circumstances including the student's age, health needs and any foreseeable risks. When teaching in the **student's hospital room** the curtains must be left open and a clear line of site from the general ward space to the teaching space, within the room, must be achieved. In an emergency, the teacher utilises the *patient assist button* for medical /health support. In the **classroom setting**, where the student cannot safely be left unattended for a temporary period of time, the teacher should contact the school office on Ext: 23100 for assistance and/or contact the nurse station on the respective medical ward to get assistance. The staff member should then wait until a replacement staff member has arrived at the classroom or a nurse has arrived to take the child/children back to their room before leaving.

In the **Stepping Stones** teaching sessions, there are always other teachers and a mental health nurse in attendance and ratio's allow a staff member to step out of the class space if needed. On the **Oasis unit**, the teaching takes place on the neuro-developmental ward and there are always mental health nurses, allied health staff and MCH School teachers/ESO in attendance with the children during education sessions.



The classroom teacher is responsible for the supervision of all students in their care during class. The Principal will ensure that teachers are informed of any foreseeable risks relating to students under their care, and how to manage those risks.

School activities and excursions

The Principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, including when external providers are engaged to conduct part or all of the activity. Appropriate supervision will be planned for school activities on an individual basis, depending on the activities to be undertaken and the level of potential risk involved.

The unique context of our school, caring for students admitted to a health setting, means that we do not take students off site for camps or excursions.

Digital devices and virtual classroom

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

Monash Children's Hospital School will also ensure appropriate supervision of students participating in remote and flexible learning environments while in our care.

Students requiring additional supervision support

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

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
- Included in our staff handbook
- Available on the school website

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Child Safe Standards](#)
 - [Cybersafety and Responsible Use of Technologies](#)
 - [Duty of Care](#)
 - [Excursions](#)
 - [Supervision of Students](#)
 - [Visitors in Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	13/12/2021
Approved by	Principal
Next scheduled review date	Before November 2024

This policy will also be updated if significant changes are made to school Setting that require a revision of Monash Children's Hospital School's supervision arrangements.