

SUPERVISION POLICY



Need an English interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.



Need an Auslan interpreter?

If you need help to understand the information in this policy please contact Monash Children's Hospital School on 8572 3100.

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 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

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.



Hospital room teaching: When teaching in the student's/patient'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.

Level 4 classroom teaching: In the classroom setting on Level 4, there is a clear line of site from the general ward space to the classroom. A student cannot be left unattended for any period of time. When a teacher needs to leave the room, they 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 case of emergencies, the teachers utilises the yellow *patient assist button* located in the classroom space.

Level 2 classroom teaching: In the Stepping Stones teaching sessions, there are always other teachers and a mental health nurse in attendance and ratios allow a staff member to step out of the class space if needed. In the event of insufficient nursing ratios, school sessions do not run.

Oasis unit teaching: The teaching on the Oasis unit 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. Teachers will not run a session without adequate nursing staff present.

The classroom teacher has shared responsibility for the supervision of students whilst teaching in the patient's room or whilst teaching in the Level 4 classroom. However, all students of MCHS are patients first, and so teachers refer all concerns around safety to nursing or medical staff as they hold ultimate responsibility.

Should the Principal or delegate be informed of any foreseeable risks relating to students under their care, they will communicate these with the teaching team and discuss how to manage those risks.

School activities and incursions

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	30 th June 2025
Approved by	Principal
Next scheduled review date	June 2027 Mandatory minimum review cycle for this policy is 2 years

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.