Yalingbu Yirramboi – The Royal Children's Hospital School

Supervision Policy

If you need help to understand the information in this policy, please contact (03) 9968 2500.

PURPOSE

To ensure school staff understand their supervision responsibilities.

SCOPE

This policy applies to all teaching and non-teaching staff at Yalingbu Yirramboi – The Royal Children's Hospital School, including education support staff, casual relief teachers, visiting teachers and visitors supporting curriculum delivery/instructional practice incursions.

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 fulfil 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 during school hours.

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.

Teachers are required to document student interactions in Compass, including every individual and group teaching and learning session. Records must be completed on the same day the interaction occurs and must include the names and roles of any additional staff present, such as team-teaching colleagues, shadowing staff, or education support staff.

Students at Yalingbu Yirramboi – The Royal Children's Hospital School will attend varying school session times depending on their medical requirements and whether they are primary or secondary students. Group learning sessions occur at designated times. These are shown in the Group Learning Timetable below.

<table>
<tr><th>WARD</th><th>ACTIVITY SPACE</th><th>MONDAY</th><th>TUESDAY</th><th>WEDNESDAY</th><th>THURSDAY</th><th>FRIDAY</th></tr>
<tr><td rowspan="2">Kelpie</td><td rowspan="2">Kelpie Rec Space</td><td>9:30am – 10:45am
Secondary Group Learning</td><td>9:30am – 10:45am
Secondary Group Learning</td><td>9:30am – 10:45am
Secondary Group Learning</td><td>9:30am – 10:45am
Secondary Group Learning</td><td>9:30am – 10:45am
Secondary Group Learning</td></tr>
<tr><td>11:00am – 12:00pm
Primary Group Learning</td><td>11:00am – 12:00pm
Primary Group Learning</td><td rowspan="2">11:00am – 12:00pm
Primary Virtual Group Learning</td><td>11:00am – 12:00pm
Primary Group Learning</td><td rowspan="2">11:00am – 12:00pm
Primary Virtual Group Learning</td></tr>
<tr><td>Kookaburra</td><td>The Hut*</td><td>1:00pm – 2:00pm
Primary Group Learning</td><td>1:00pm – 2:00pm
Primary Group Learning</td><td>1:00pm – 2:00pm
Primary Group Learning</td></tr>
<tr><td>Day Oncology</td><td>Day Oncology*</td><td>10.30am – 11.30am
AND
2.00pm – 3.00pm
Primary Group Learning</td><td>10.30am – 11.30am
AND
2.00pm – 3.00pm
Primary Group Learning</td><td>10.30am – 11.30am
AND
2.00pm – 3.00pm
Primary Group Learning</td><td>10.30am – 11.30am
AND
2.00pm – 3.00pm
Primary Group Learning</td><td>10.30am – 11.30am
AND
2.00pm – 3.00pm
Primary Group Learning</td></tr>
</table>

Yalingbu Yirramboi – The Royal Children's Hospital School operates between 8.00 am and 4.00 pm, Monday to Friday during Victorian school terms, delivering both group learning experiences and individual ward-based teaching and learning. Students engaging in these sessions will be supervised by their allocated teacher throughout the scheduled session. Outside of these hours, school staff will not be available to supervise students.

Learning environment: Classroom

Medical clearance is required prior to any student attending a Yalingbu Yirramboi – The Royal Children's Hospital School activity space used as a classroom.

The classroom teacher is responsible for the supervision of all students in their care during class in the learning environment.

If a teacher needs to leave the classroom unattended at any time during a lesson, they should first contact the nearest available teacher for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

In situations where students present with increased behavioural or medical risks, two staff members are allocated to support group learning sessions to ensure appropriate supervision and maintain health and safety. For students with more complex or significant needs, a 1:1 nurse may also attend sessions to provide additional medical support and risk management.

Multiple duress buttons are located within classrooms to enable staff to promptly access assistance in the event of a student-related emergency or safety concern.

Learning environment: Bedside Learning

Each morning, leadership staff at Yalingbu Yirramboi – The Royal Children's Hospital School conduct a daily operational review, triaging new students to teachers based on appropriateness, student need and staff workload capacity.

A 1:1 student-to-teacher ratio is provided for bedside or individual learning experiences.

Each student bedside is equipped with a patient call system, enabling students and teachers to promptly alert and request assistance from Royal Children's Hospital clinical staff when required.

Transition for students between the ward and the classroom

Depending on the student's age, developmental stage and functional capacity, transitions between the classroom and ward are managed in accordance with the following procedures:

Arriving at school:

- Upper primary and secondary students will arrive at the school by themselves.
- Younger primary students or those identified as requiring support to arrive at school may be accompanied to school by a teacher, education support staff or Royal Children's Hospital staff member.

Returning to ward allocated room:

- Upper primary and secondary students will return to their ward allocated room by themselves.
- Younger primary students or those identified as requiring support to return to the ward may be accompanied back to their ward allocated room either by a teacher, education support officer or Royal Children's Hospital staff member.

Students deemed to be at risk of absconding, or who are subject to specific supervision protocols (such as students within the eating disorder cohort), will be escorted to and from learning experiences by a member of the Royal Children's Hospital nursing team, teaching team or education support staff.

Digital devices and virtual classroom

Yalingbu Yirramboi – The Royal Children's Hospital School follows the Department's Cybersafety and Responsible Use of Technologies Policy with respect to supervision of students using digital devices.

Supervision of students in emergency operating environments

In emergency circumstances our school will follow the Royal Children's Hospital Emergency Management Plan, including with respect to supervision.

Other areas requiring supervision

Depending on the student's age, developmental stage and functional capacity, upper primary and secondary students may independently access bathroom facilities. Younger primary students may be accompanied by a teacher, education support staff member, or Royal Children's Hospital staff

member. Students with an eating disorder diagnosis who are subject to supervision protocols will be escorted and supervised by a member of the Royal Children's Hospital nursing team.

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.

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	May 2026
Approved by	Principal
Next scheduled review date	May 2028 – to ensure ongoing relevance and continuous improvement, this policy will be reviewed every 2 years thereafter.

This policy will also be updated if significant changes are made to school grounds that require a revision of the Yalingbu Yirramboi – The Royal Children's Hospital School yard duty and supervision arrangements.