

# SUPERVISION POLICY

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

**Every interaction with a student is recorded and date/time stamped in the Electronic Medical Record by Yalingbu Yirramboi – The Royal Children’s Hospital School 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 / secondary students. As demonstrated in the Group Learning Sample below, primary school students will attend the 11:00am – 12:00pm session and the 1:00pm – 2:00pm sessions. Primary school students in the Day Oncology ward will attend the 12:30pm – 1:30pm sessions, noting Day Oncology session times may vary, depending on student numbers. Secondary school students will attend the 9:30am – 10:30am sessions.

In addition to group learning experiences, the Yalingbu Yirramboi – The Royal Children’s Hospital School is staffed between 8.30am – 4.30 pm delivering individual, ward-based teaching and learning to students. 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.

WARD	ACTIVITY SPACE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Kelpie Level 1	Kelpie Rec Space – Room 1	9:30am – 10:30am Secondary Group Learning	9:30am – 10:30am Secondary Group Learning	9:30am – 10:30am Secondary Group Learning	9:30am – 10:30am Secondary Group Learning	9:30am – 10:30am Secondary Group Learning
	Kelpie Rec Space – Room 2	9:30am – 10:15am Room not available	9:30am – 10:15am Room not available			
	Kelpie Rec Space – Room 1	11:00am – 12:00pm Primary Group Learning	11:00am – 12:00pm Primary Group Learning	11:00am – 12:00pm Primary Group Learning	11:00am – 12:00pm Primary Group Learning	11:00am – 12:00pm Primary Virtual Group Learning
Kookaburra Level 2	The Hut*	1:00pm – 2:00pm Primary Group Learning	1:00pm – 2:00pm Primary Group Learning	1:00pm – 2:00pm Primary Group Learning	1:00pm – 2:00pm Primary Group Learning	
Level 2	Day Oncology	12:30pm – 1:30pm Primary Group Learning	12:30pm – 1:30pm Primary Group Learning	12:30pm – 1:30pm Primary Group Learning	12:30pm – 1:30pm Primary Group Learning	12:30pm – 1:30pm Primary Group Learning

\*All learning sessions in Kookaburra, Day Oncology and Day Medical are for students from these wards only. Day Oncology session times may vary, depending on student numbers.

### Learning environment: Classroom

Medical clearance is provided prior to any student's attendance in the Yalingbu Yirramboi – The Royal Children's Hospital School 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.

There are multiple buttons within the classrooms for staff to access for student duress if needed.

### Learning environment: Bedside Learning

Each morning and afternoon session the Yalingbu Yirramboi – The Royal Children's Hospital School staff participate workload assessment and students are triaged as to the most appropriate teacher and allocated to the Royal Children's Hospital treatment team.

1:1 student to teacher ratio is provided.

Students have at their bedside their own alarm that they can use to alert/call Royal Children's Hospital staff to their aid.

### Transition between classroom and the students ward allocated room.

Depending on the age and ability of the student, transition between the classrooms and students ward is managed as follows:

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 arrive at school either by a teacher, education support officer 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.

### 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.

Yalingbu Yirramboi – The Royal Children's Hospital School does not have virtual classrooms, unless it is when a student is isolated within the Royal Children's Hospital and is unable to engage in face-to-face learning.

## Supervision of student 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 age and ability of the student, upper primary and secondary students will attend the bathroom by themselves. Younger primary students may be accompanied back to the bathroom either by a teacher, education support officer or Royal Children's Hospital staff member.

## 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.

Information for parents and students on supervision before and after school is available on our 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](#)

Royal Children's Hospital process:

- Telepresence Guidelines

## POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	November 2025 – 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.