

This template was updated in June 2020 to change all hyperlinks to Department policy to reflect the new Policy and Advisory Library (PAL) hyperlink. No other changes were made from the previous version dated April 2019.

YARD DUTY AND SUPERVISION POLICY

PURPOSE

The purpose of this policy is to explain to Monash Children's Hospital School (MCHS) staff members the yard duty procedures and expectations for the appropriate supervision of students. 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 is also plays a vital role in helping schools to discharge their duty of care to students.

OBJECTIVE

To ensure that school staff understand their supervision and yard duty responsibilities.

SCOPE

The principal is responsible for ensuring that there is a well organised and responsive system of supervision and yard duty in place during school hours.

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.

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

POLICY

Before and after school

Monash Children's Hospital School areas are supervised by school staff from 8:30am until 4:00pm. Outside of these hours, school staff will not be available to supervise students.



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Supervision of students only arises when the students are part of the MCHS educational program while inpatients at Monash Children's Hospital and/or as outpatients of the Adolescent Recovery Centre and Wellness and Recovery Centre programs. In both these settings, the staff of Monash Health (Early in Life Mental Health Services) have the overarching responsibility for the welfare and wellbeing of the patients. The teachers will be responsible for the supervision of the students (patients) when they are running their specific educational sessions.

Yard duty

All staff at Monash Children's Hospital School are expected to assist with supervision of the students when running the educational program for inpatients/outpatients.

The Principal and/or Assistant Principal are responsible for communicating the expectations for supervision of students. (inpatients or outpatients).

The designated yard duty areas for this school are not applicable in this hospital setting.

Staff are not rostered for yard duty at MCHS.

When supervising students, school staff must:

- methodically move around the learning space
- be alert and vigilant
- intervene immediately if potentially dangerous or inappropriate behaviour is observed
- enforce behavioural standards and implement appropriate consequences for breaches of safety rules, in accordance with any relevant disciplinary measures set out in the school's Student Engagement policy
- log any incidents or near misses as appropriate

If being relieved of their supervision by another staff member (for example, where the shift is 'split' into 2 consecutive time periods), the staff member must ensure that a brief but adequate verbal 'handover' is given to the relieving staff member in relation to any issues which may have arisen.



Classroom

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

If a teacher needs to leave the classroom unattended at any time during a lesson, he or she should first contact their MCHS colleagues and/or Monash Children's Hospital colleagues for assistance. The teacher should then wait until a replacement staff member has arrived at the classroom before leaving.

School activities, camps and excursions

The principal and leadership team are responsible for ensuring that students are appropriately supervised during all school activities, camps and excursions, 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. Please note that MCHS does not plan or run school camps or excursions.

FURTHER INFORMATION AND RESOURCES

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

REVIEW CYCLE

This policy was last updated on 10 May 2021 and is scheduled for review by May 2022.

This policy will also be updated if significant changes are made to school spaces that require a revision of Monash Children's Hospital School's Yard Duty and Supervision Policy.

