

# Supervision of Students



## Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

## Purpose

To ensure school staff understand their supervision responsibilities.

## Scope

Avenues Education is a South East Victoria Region (SEVR) outreach government school that works in partnership with Infant Child Youth Mental Health Services (ICYMHS). ICYMHS refer students to Avenues Education to provide targeted educational programs for individual and groups of students experiencing social, emotional, and/or mental health difficulties in accessing education. Students participating in Avenues Education retain enrolment in their school of origin. Depending on the program and individual health needs, students undertake sessions with Avenues Education either at their school of origin or at Avenues Education locations. In some of our education program locations, we have a shared duty of care for our students with the Alfred and Eastern Health ICYMHS. This policy applies to all teaching and non-teaching staff at Avenues Education, including education support staff, casual relief teachers and visiting teachers who work with students on our various sites.

## Policy

Staff are expected to supervise students in a variety of contexts at Avenues Education. This may include; individual lessons with students in a clinical setting, base-school setting and/or within a group classroom setting.

Staff at all times will fulfil their duty of care requirements and will ensure parents and carers are informed and have consented to educational activities. 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, on school excursions 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. Supervision should be undertaken in a way that identifies and mitigates risks to child safety.

Parents will be informed that supervision is only available during individual and group programs lessons. Outside of these times, supervision and/or the collection of students is the responsibility of parents/carers. Parents /carers are discouraged from sending their children before the designated lesson time. Parents/carers are encouraged to pick up their child at the end of the designated lesson period or ensure they are able to travel home independently. If the teacher is concerned for the safety of the student in traveling independently they will notify the parent.

If a student departs from a session without authorisation, the parent/guardian will be contacted immediately. As soon as practical, teachers will inform a member of the leadership team. Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the Police and the Department's School Incident Management System.

If it becomes known that a student, who is normally collected from a program, remains at the school well beyond normal time of collection, the parents/guardian will be contacted immediately. If these attempts are unsuccessful, and the time is well beyond the reasonable time for collection, the school may consider contacting the Police or Department of Families, Fairness & Housing to arrange for the care and protection of the student as appropriate.

### **Supervision in a Clinical Setting**

Students are supervised by Avenues Education Teachers during all scheduled individual lessons in the Alfred and Eastern Health clinical sites. These lessons take place either in the Alfred or Eastern Health ICYMHS clinical spaces or AE Teaching Rooms. Each student is met by the teacher in the ICYMHS reception areas and is supervised whilst moving to and from the lesson space. Teachers escort the student back to the reception area at the end of the lesson. All teachers meet students individually in a space where they are visible to other teachers or ICYMHS staff.

### **Supervision at Base School**

Avenues Education Teachers meet students in the reception or classrooms at the student's base school site. When teachers teach students individually at the base school, they will ensure the space is visible to other teachers, leadership or staff. Lessons may also take place in the base school classrooms with other teachers present. All teachers will follow the base school's policies and procedures to meet duty of care and respond to emergency situations.

### **School Activities and Excursions**

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

### **Digital Devices and Virtual Classroom**

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

Avenues Education will also ensure appropriate supervision of students participating in remote and flexible learning environments while on school site. In these cases, students will be supervised.

While parents are responsible for the appropriate supervision of students accessing virtual classrooms from home:

- student attendance will be monitored by each Avenues Education teacher
- any wellbeing or safety concerns for the student will be managed in accordance with our usual processes – refer to our Student Wellbeing and Engagement Policy and our Child Safety Responding and Reporting Policy and Procedures for further information.

### **Supervision of students in emergency operating environments**

In emergency circumstances our school will follow our Emergency Management Plan, including with respect to supervision.

In the event of any mandatory period of remote or flexible learning our School will follow the operations guidance issued by the Department.

## Communication

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes
- Referenced in our staff handbook/manual

## 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](#)
- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Structured Workplace Learning](#)
- [Supervision of Students](#)
- [Visitors in Schools](#)
- [Work Experience](#)

### School Policies / Documents

- Child Safe Policy
- Child Safe Code of Conduct
- Child Safety Responding & Reporting Obligations
- Duty of Care Policy
- Excursions & Activities Policy
- Digital Learning Policy

## Policy Review and Approval

Policy last reviewed	7 <sup>th</sup> May 2025
Approved by	Principal May 2025
Next scheduled review date	May 2027