

Supervision of Students Policy - Y Community School

1. Purpose:

The purpose of this policy is to ensure that Y Community School provides adequate and appropriate of supervision at the campus ensuring the safety of students and in order to meets its obligations in relation to duty of care.

2. Scope:

This policy applies to the supervision of students while attending the Y Community School Campus. It applies to all staff, students and visitors to the school.

Please note: This policy does not apply to activities which occur outside the school campus such as camps, excursions, and other school activities. These are covered by the Y Community School Camps and Excursions Policy. **NOTE:** Activities where the school uses recreational facilities as part of Y Leisure City are as excursions and supervision arrangements for these should be considered under the Camps and Excursions Policy.

3. Definitions:

- **'The Y' or 'Y' or 'Y Whittlesea':** refer to YMCA Whittlesea Inc and YMCA Whittlesea Youth and Community Services Ltd
- **Staff:** Any person performing duties on behalf of the Y Community School be they an employee, volunteer, trainee or contractor.
- **School:** Refers to the Y Community School noting that the legal entity through which the school is registered is YMCA Whittlesea Youth and Community Services Ltd.
- **Supervision:** The act of ensuring that the activities of a students or group of students is monitored and responded to where necessary. This includes visual, auditory and where appropriate video means of supervision as well as active interaction and conversation with students.

4. Policy:

The school has a duty of care to its students and is obliged to provide a sufficient level of supervision to ensure their safety and wellbeing. Students who are rostered to a class or activity are supervised by the teacher timetabled to take that class or in the case of other activities to the staff member rostered as the responsible person for the activity. It is expected that these staff members engage in the principles of active supervision as outlined below.

When students are not attending a scheduled class or activity the arrangements for supervision of students are specified below. As well as monitoring the interactions of students and ensuring their safety, staff supervision of students outside of class provides an opportunity to build positive relationships through less formal interactions than those that occur in the classroom.

The campus principal will ensure an appropriate supervision roster is in place ensuring adequate line of sight for supervision of students during breaks and before and after school.

4.1 Role of staff supervising students:

All staff are encouraged to engage with students during breaks, and before and after school while students are arriving and departing and thereby contribute to the positive environment and culture of the school.

Consistent with our school-wide positive behaviour support approach, staff are expected to engage in active supervision whenever they are in a position to interact with and supervise students. This means that they should:

- Move around and seek to actively engage with students.
- Show an interest in and actively engage with students by talking with them, participating in games and activities, providing positive reinforcement and minor redirections as opportunity presents.
- Move between groups of students ensuring they interact with a cross section of the student cohort.
- Maintain awareness of the area they are in and what is going on around them.

Staff who have been rostered on to supervise a particular area either before school, after school or during a break or activity are required to maintain supervision of that area and respond to any needs related to the

safety, wellbeing and good order of the students and school. They are not to leave that area unless this is required to maintain the safety of a student, visitor or staff member. If necessary, they should send for assistance by the most efficient means possible.

4.2 Before and after school supervision:

Staff will be rostered to supervise outdoor areas of the school and common areas in the school facility at least 20 minutes before the commencement of scheduled activities and 15 minutes after the school day. This provides sufficient supervision to ensure students transitioning from public transport to school can arrive at school and be appropriately supported and supervised.

The school will advise parents of these arrangements to ensure they are aware of the supervision provided for their children.

4.3 Supervision during breaks between classes:

During the morning and lunchtime breaks students will be supervised by staff rostered to areas of the yard and common areas in the school building.

Students who wish to leave the school premises during class breaks or lunch must have permission from a parent/carer. Permission to leave the grounds is granted on the basis that the student adheres to the expectations of the school and is a positive representative of the school community. Where students who leave the grounds cause difficulties in the community, create risks for themselves or others or are late returning to class their permission to leave the grounds will be reviewed in consultation with their parents/carers.

4.4 Supervision during incursions:

During an incursion where a guest speaker, presenter or other activity visits the school, these visitors do not have the authority to supervise students. The campus principal will ensure an appropriate staff member is rostered to assist in the supervision of students during these activities.

The above requirement does not apply to a visiting professional who is meeting 1:1 or with a small group of students for a specific support function.

4.5 Students leaving class or working independently:

Where a staff member is absent and unable to take up their normal duties the school will:

- In the case of a teacher the school administration will ensure a replacement teacher is identified either from the school staff or through an agency and that the class is appropriately supervised and supported.
- In the case of a youth worker or wellbeing team member the Campus Principal will assess the needs of the class and make arrangements among the school staff to ensure that either an appropriate person is identified to be an additional support for the class or the existing staff are allocated in a way to ensure support is available where most needed.

The school will not leave classes unallocated and left to work independently.

The Campus principal will ensure a replacement is identified and rostered to undertake any additional supervision which would normally be rostered to that staff member either before or after school or during breaks.

4.6 Staff absences:

Where a staff member is absent and unable to take up their normal duties the school will:

- In the case of a teacher the school administration will ensure a replacement teacher is identified either from the school staff or through an agency and that the class is appropriately supervised and supported.
- In the case of a youth worker or wellbeing team member the Campus Principal will assess the needs of the class and make arrangements among the school staff to ensure that either an appropriate person is identified to be an additional support for the class or the existing staff are allocated in a way to ensure support is available where most needed.

The school will not leave classes unallocated and left to work independently.

The Campus principal will ensure a replacement is identified and rostered to undertake any additional supervision which would normally be rostered to that staff member either before or after school or during breaks.

5. Related policies:

- YCS Student Engagement and Management Policy
- YCS Camps and Excursions Policy

6. Related procedures and supporting documents:

7. Legislative and Industry Requirements:

- [Link](#) to Legislative Compliance Register

8. Consequences of breaching this policy:

All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

9. Variations:

Y Whittlesea reserves the right to vary, replace or terminate this policy from time to time.

10. Policy owner:

The Executive Manager - Schools is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

11. Document Control:

Review of this policy will be undertaken every 2 years, or prior as required by law, in consultation with appropriate Y People.

Policy available on Y-MAC>Communication>Manuals and Files>Policies and Procedures

This document is due for review on 1/03/2026.

Version:	Description of Amendment	Amended by	Approver and date	Release Date
1.0	Creation of Policy	Paul van Breugel	Executive management team 19/6/23	1/11/2023