

Onsite Supervision

Policy Scope

This policy relates to ACC Southlands Ltd.

Policy

Australian Christian College is committed to the safety of students while they are at school.

This policy outlines the procedures for the onsite supervision of students.

Definitions

1. Area A - Between A Block and C Block and the Handball Court
2. Area B - The School Playground
3. Area C - In front of the MPC
4. Sports Field - Back campus sports field

Procedures

Student Supervision Before School

1. The school day begins at 8:30AM.
2. Students are permitted to be on the front verandah of A Block or in the A Block Study Room from 8:00AM to 8:30AM.
3. At 8:10AM, a rostered staff member is posted to the front campus gate.
4. At 8:10AM, a rostered staff member is posted to Area C.

Student Supervision in Class

1. A record of student attendance is maintained for each school day. Refer to the [Attendance Policy](#) for procedures.
2. Students are to be supervised while in class or in the school grounds. A teacher will be in attendance with their class group.
3. In the event that a teacher is unable to be at school, a casual teacher will be employed to teach and supervise the students as per the [Provision of Alternate Qualified Staff Policy](#).
4. During recess and lunch, a teacher or school staff member will be on duty to provide supervision and to oversee the children at play.

Student Supervision in Class but in Transit

1. There are times when a student may need to use the bathroom during class time or they may need to be in transit to another location such as the school office.
2. The supervising teacher may issue a blue card at this time for the student to carry with them.
3. The student must return the blue card to the teacher after they return to class.

Student Supervision During Break Times

1. There are four designated areas for supervision during break time:
 - a. Area A - Between A Block and C Block and the Handball Court
 - b. Area B - The School Playground
 - c. Area C - In front of the MPC
 - d. Sports Field - Back campus sports field
2. The Manager of Administration maintains a staff playground roster so that staff are supervising in the designated areas during break times.

Student Supervision After School

1. Students in K-4
 - a. Teachers of students in K-4 escort their students to the front lawns at the end of the school day.
 - b. Teachers of students in K-4 continue to monitor their students as they leave the campus.
2. Students in 5-12
 - a. The Manager of Administration maintains a roster the outlines staff positions after school.

- i. Two staff are located on the car line outside of campus with megaphones and safety vests. The purpose of these staff is to assist the traffic flow and to help students to move to their transport.
 - ii. One staff member is located at the gate.
 - iii. One staff member is assigned to public transport onboarding.
3. After-School Care
 - a. The school contracts after-school care to Camp Australia. Please refer to their policies and procedures for After-School Care.

Visitors to Campus

1. All visitors are to sign in and sign out at the school office.
2. The school office will issue a visitor badge to the visitor that must be visible while they are on school property.

The collection of students from school during or after school hours

1. Please refer to the [Attendance Policy](#).

Appropriate photography and filming of students

1. On enrolment, parents are asked to indicate whether they give permission for their children to be photographed or filmed for school newsletters and school marketing.
2. Teachers are to be informed if the student is not to be photographed or filmed.
3. The school office is to brief photographers or videographers on students who are not to be filmed prior to commencement.

Policy Review

On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version

4.0