

Onsite Supervision

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.

Procedure – Student Supervision

1. A record of student attendance is maintained at two separate times during the school day (please refer to the [Attendance Policy](#)).
2. Students are to be supervised while in class or in the school grounds. A teacher will be in attendance with their class group. In the event that a teacher has to be temporarily absent from the class, a member of the school office staff will be present to supervise the student.
3. In the event that a teacher is unable to be at school, a relief teacher will be employed to teach and supervise the students.
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.

Procedure – Student running away from school

1. If a student is suspected of leaving the school grounds without permission, the Principal must first determine if the student has left the school grounds.
2. The Principal will call the parent or guardian of the student.
3. The Principal will report the incident to the police if there is a reasonable concern for the safety of the student.

Procedure – Visitors on school property

1. Visitors are defined as anyone who is not employed by the ACC Group or school students or members of the school community who are scheduled to be at the school on a regular basis.
2. All visitors are to sign in and sign out at the school office.
3. The school office will issue a visitor badge to the visitor that must be visible while they are on school property.

Procedure – Collection of students from school during or after school hours

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

Procedure – 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.

Procedure – Mobile Phone Usage

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

Procedure – Student Privacy

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

Procedure – Students in transit to and from school

1. The school office is to keep a record of how the student will travel to and from school and with whom they will travel.
2. In the event that travel arrangements have changed, parents are requested to notify the school office so that an accurate record of student transport is to be maintained.

Version

2.0

Review

2016 or as required