



## PINNACLE ACADEMIC COLLEGE – ON CAMPUS STUDENT SUPERVISION POLICY 2021

<b>Purpose:</b>	The purpose of this policy is to provide a policy as part of Pinnacle Academic College' written processes about how the College will ensure on campus student safety at drop off and pick up each day	
<b>Scope:</b>	Parents, Guardians, Care Givers, Employees, including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Pinnacle Academic College.	
<b>Status:</b>	Approved	<b>Supersedes:</b>
<b>Authorised by:</b>	Akademeia Ltd Board Chair	<b>Date of Authorisation:</b> 10/02/2019
<b>References:</b>	<ul style="list-style-type: none"> <li>• Child Protection Act 1999 (Qld)</li> <li>• Child Protection Reform Amendment Act 2017</li> <li>• <i>Education (General Provisions) Act 2006 (Qld)</i></li> <li>• <i>Education (General Provisions) Regulation 2017 (Qld)</i></li> <li>• <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i></li> <li>• <i>Education (Accreditation of Non-State Schools) Regulation 2017.</i></li> <li>• <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i></li> <li>• <i>Working with Children (Risk Management and Screening) Regulations 2011 (Qld)</i></li> <li>• Pinnacle Academic College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>)</li> </ul>	
<b>Review Date:</b>	Annually	
<b>Policy Owner:</b>	Akademeia Ltd	
<b>Note:</b>	This Policy may be reviewed at any time at the discretion of the Akademeia Ltd Board	

Pinnacle Academic College ensures safety of students by having a daily Sign-In/Sign-Out Sheet that Parent's write their name and signature at Drop Off and Pick Up times. This document is kept on file for future records and Child Protection purposes.

Pinnacle Academic College is committed to the safety of all students and requires Parent/Guardian/Carers to adhere to the following procedures when arriving and leaving the College Grounds.

- ALL students must be signed IN and OUT each day by a Parent/Guardian/Carer and escorted to and from the College Grounds by this Parent/Guardian/Carer
- Those Parent/Guardian/Carers utilising the Car Park are required to escort their child/children along the footpath to either: 1. the side gate facing Narangba Road to walk across the playground to the Front Office to sign the child in, or 2. around to the Front Gate on Marsden Road via the footpath to walk directly into the Front Office to sign the child in.
- At Pick Up Time, the Parent/Guardian/Carer will wait outside the Front Office to sign the child out to then escort them back to the car park, as per points 1 and 2 above.
- No student will be released unless they have been signed out by a Parent/Guardian/Carer

## APPENDIX 1

### Parent/Guardian/Carer Commitment for Campus Student Supervision Procedure

I (Parent/Guardian/Carer name) \_\_\_\_\_ will ensure to follow the On Campus Student Supervision Policy procedures to safely drop off and pick up my child/children each day.

At Drop Off time, I will escort my child/children from the carpark to the Front Office to sign in, and At Pick Up time, I will wait at the Front Office to collect and sign out my child/children to escort them back to carpark. I acknowledge that I cannot Drop Off or Pick Up children without signing in and out each day.

Names of child/children: \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 2

### Parent/Guardian/Carer Commitment for Campus Student Supervision Procedure

I (Parent/Guardian/Carer name) \_\_\_\_\_ nominate the following person to

- pick up
- drop off my child/children on the following date \_\_\_\_\_

My stated Nominee will ensure to follow the On Campus Student Supervision Policy procedures to safely drop off and pick up my child/children each day.

At Drop Off time, they will escort my child/children from the carpark to the Front Office to sign in, and At Pick Up time, they will wait at the Front Office to collect and sign out my child/children to escort them back to carpark.

I acknowledge that they cannot Drop Off or Pick Up my children without signing them in and out each day

Signed: \_\_\_\_\_ Date \_\_\_\_\_