



STUDENT SUPERVISION ON CAMPUS POLICY 2025

Purpose:	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	
Scope:	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.	
Status:	Approved	Supersedes:
Authorised by:	Akademeia Ltd Board Chair	Date of Authorisation: 10/02/2019
References:	<ul style="list-style-type: none"> • Child Protection Act 1999 (Qld) • Child Protection Reform Amendment Act 2017 • <i>Education (General Provisions) Act 2006 (Qld)</i> • <i>Education (General Provisions) Regulation 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Act 2017 (Qld)</i> • <i>Education (Accreditation of Non-State Schools) Regulation 2017.</i> • <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i> • <i>Working with Children (Risk Management and Screening) Regulations 2011 (Qld)</i> • Pinnacle Academic College Child Risk Management Strategy (for the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>) 	
Review Date:	Annually	
Policy Owner:	Akademeia Ltd	
Note:	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 the side gate facing Narangba Road to walk across the playground behind the building, to the sign in area.
- At Pick Up Time, the Parent/Guardian/Carer will wait outside the classroom entry to sign the child out to then escort them out of the school grounds.
- No student will be released unless they have been signed out by a Parent/Guardian/Carer who is the natural parent, a guardian by court order or a carer assigned via this form by a Parent/Guardian.

PARENT COMMITMENT

Parent/ Carer Commitment for Campus Student Supervision Procedure

I (Parent/ 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 sign in area, and at Pick Up time, I will wait outside the classroom entry 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 _____

ADDITIONAL AUTHORISATIONS FOR PICKUP AND DROP OFF

Parent/Carer Commitment for Campus Student Supervision Procedure

I (Parent/Carer name) _____

nominate the following person/s _____

to pick up and/or drop off my children

on the following date/s _____

on an ongoing basis.

My stated Nominee will ensure to follow the Student Supervision On Campus 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 sign in area, and at Pick Up time, they will wait outside the classroom entry 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 _____