



SITE MANAGEMENT POLICY

DOCUMENT CONTROL

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Approved By: Principal Governing Council	Principal: Jason Munro	Governing Council Chairperson: Jenny Dickson
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Next Review: 12 Months	Policy Scope: School Specific	Date Approved: / /2015
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STATEMENT

Lockleys Primary School is staffed with a leadership density of 1 person, the principal. In all cases the principal is responsible for the overall management of the school.

From time to time, the principal will be absent for a variety of reasons. In the event of absence, the Site Management Policy may be enacted.

Goals

The Site Management Policy at Lockleys Primary School aims to:

- Ensure a person is available to assist the office at all times
- Ensure a person is available to manage high level behaviour management issues
- Ensure a person is in charge in the event of an emergency
- Ensure a person is available to deal with highly pressing parent issues
- Ensure a person is available to deal with departmental issues
- Ensure that issues are dealt with promptly and effectively
- Develop leadership skills among staff
- Work towards a safe school environment

Implementation

When the principal is absent, the tasks of the principal will be delegated to teaching staff who, manage up in the role. The person may be in the role for the day (or days) or for short periods of time throughout a day.

Generally a teacher will need to manage up and become site manager when a need arises. In the event of an emergency it may be appropriate that more than one person is required.

Support staff may take on a supporting role.

Regardless of whether the principal is on site or not, the principal still has the ultimate responsibility. Any take homes, suspensions or exclusions may only be decided by the principal, however the process of sending home, suspending or excluding may be delegated.

The Process

Each time the principal is out of the school, a teacher will be nominated as the site manager. This will automatically default to a teacher who has registered an expression of interest with the principal in acting up. This does not always mean that this teacher is released from their teaching duties; it means that they have the delegated responsibility if needed. If there are no teachers on site who have registered an expression of interest, or if those teachers who have registered an expression of interest are absent then a teacher will be nominated by the principal or delegate following the guidelines in the 'at need' section below.

When a person is required to manage up, the front office staff will delegate this task to a person who is readily available. Ideally a teacher, who has registered an expression of interest with the principal for this role, will be first called however this option may not always be available.

The following process will be enacted for at need situations:

- At any stage below the nominated site manager may be released if available and appropriate.
- When the teacher librarian is in the school and available, they will be called to manage up.
- When a NIT program is running, the teacher receiving NIT will be called to manage up (in the event this occurs NIT banking will be appropriate so the teacher will receive their entitlement at

a later time) or the NIT teacher may return the class to the class teacher and manage up. The NIT program will cease until the situation has been adequately dealt with.

- If another teacher is available such as EALD etc they will be called to manage up or release a class teacher.
- If no NIT is running, and the teacher librarian or other teacher is not available then two classes will need to be combined and one teacher released to manage up. In this event a support staff member will be sent to the combined classes to assist with class management.

Any NIT missed through managing up will be banked.

The following process will be enacted for whole day situations:

When the principal is absent for a whole day and the school feels a person is required in the office for that time, then a teacher will be asked to manage up for the day and a reliever will be put in their classroom. The teachers approached for this role will come from those teachers who have registered that they would like to do this role as part of the beginning of the year process.

Procedures When Managing Up

- When in doubt, contact the principal. The principal will be contactable in most cases. If the principal is unavailable contact district office.
- All behaviour incidents must be recorded. All parties must be spoken to and their information recorded. Parents may need to be contacted if injury has occurred or consequences are put in place or to just notify them of an incident.
- Take home and suspension can only be decided upon by the principal but if after consulting the principal, a take home or suspension is agreed then the person managing up may follow the process.
- Police may be called if an unsafe situation arises. In this event contact district office to let them know.
- Any critical incident needs to be recorded on IRMS. Front office staff will help with this process. A flow chart is available in the front office to follow in these circumstances.
- Invacuation / evacuation procedures may need to be enacted.
- Confidentiality must be maintained at all times

Office Time Out

As a rule, when the principal is absent, office time out will be unavailable. However, in the case of a student being internally suspended, the person managing up will stay in the office and the NIT teacher will remain with their class. All NIT will be banked. Alternatively the person managing up may ask teachers on NIT to take their NIT in the office area.

Follow Up

A follow up meeting with the principal needs to take place once they return. This is to debrief and pass on any important information.

Managing Up as an Assistant Site Leader

Even though Lockleys Primary School does not have an assistant principal or assistant site leader, there are times that the principal will need assistance with managing situations. In these cases the principal may call upon staff and delegate tasks to them in this capacity. When this occurs the Managing Up Policy will be enacted not as the site manager, but as an assistant site manager.

Monitoring and Evaluation

The Site Management Policy is to be reviewed and updated on an annual basis.

Signed and endorsed by:

Principal

Governing Council Chairperson

Date: / /

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