

SCHOOL DAILY MANAGEMENT- PRINCIPAL CLASS OFFICER ABSENCE

Aim

To support the successful daily running of the school and to ensure appropriate support for students and staff, a contingency Relief Plan is provided below.

Implementation

In the event of planned and unexpected absence of both Principal and Assistant Principal a Victorian Institute of Teachers registered staff member will be released from face to face duties to provide support where needed. Support in this case includes responding to Code Greens medical emergencies, student challenging behaviour and staff critical needs.

The nominated VIT staff member will work within a team context with Senior Leadership Education Support Staff and administrative staff. In the case of student and staff significant injury or loss, Emergency Management Procedures will be enacted including contacting DET Emergency Management, the School Principal and South Eastern Region Senior Education Instructional Leader.

Hierarchy of Staff for Relief Management purposes:

Leading Teacher (if in place)
Class Room Teacher Range 2
Class Room Teacher Range 1

Priority of Duties

Nominate VIT Teacher will attend the school until 4:36pm
Nominated Teacher will perform duties from AP Office on that day.
Critical Incidents will be managed as per Critical Incident Flow Chart (see pin board in Principal's Office)
Management of daily organisation as required
Support student challenging behaviour as required
Support Code Green's as required

Contact Numbers

Emergency Management- 03 9589 6266
Principal Juliet Cooper- 0412 530 194
Assistant Principal – Anne O'Brien - 0417052440
Coralee Pratt* (Senior Education Improvement Leader, South Eastern Region) -
Regional Office- 03 8765 5600

Evaluation

This policy will be reviewed as part of the school's three-year review cycle or earlier as required.

*Subject to staff changes at Region level

REVIEW CYCLE

This Code of Conduct or Policy was endorsed/approved by the Port Phillip Specialist School Council in Feb 2021 for review if legislative or other changes require in the interim or no later than November 2022.

Date Implemented	August 2019
Author	Principal
Approved By	School Council
Approval Authority (Signature & Date)	School Council President Signature: Date:
Date Reviewed	Feb 2021 Next Review March 2022
Responsible for Review	Principal, Assistant Principal, Social Worker, Business Manager
References	Victorian Government Schools Reference Guide