

# GVL Extended Hours Supervision Policy

*Empowering safe, supported transitions into and out of the learning day*

## Purpose

This guide outlines how we keep learners safe, connected, and supported during arrival and departure times that fall outside core learning hours. These extended times reflect our commitment to care, connection, and community in line with child safety expectations and our shared duty of care.

## Who this is for

This applies to all learners, families, and guides involved in morning (8:00–9:00am) and afternoon (3:30–5:00pm) supervision at our campuses.

## Our Approach

At Global Village Learning, we aim to create a warm, purposeful environment for young people—before and after core learning hours. These extended hours aren't a separate childcare or OSHC program but an integrated part of our broader care for each learner.

## Supervised Hours

- Guides are on-site and supervision is available between 8:00am and 9:00am, and again from 3:30pm to 5:00pm.
- The site is not open outside these times, and gates will be locked before 8:00am and after 5:00pm.

## Morning Rhythm

- 8:00 – 8:30am: Calm arrival time, reading, quiet play or creative activities.
- 8:30 – 8:45am: Tidy and reset shared areas; learners help return resources.
- 8:45 – 9:00am: Transition into the learning day. Guides support a smooth flow into the Learning Hubs.

## Afternoon Rhythm

- 3:30 – 4:45pm: Supervised activities such as project work, games, or quiet time. A small snack may be available.
- 4:45 – 4:50pm: Pack up and prepare for the end of day.
- 4:50 – 5:00pm: Final sign-out, clean-up, and shared reflection or snack. All learners must be collected by 5:00pm.

## Drop-Off and Pick-Up

- Families must sign learners in and out using GVL's system.
- Only adults listed as authorised by the learner's family may collect them. New or unfamiliar adults will be asked to show photo ID.
- Changes to authorised pickup people must be provided in writing.

## **If You're Running Late**

- Learners must be picked up by 5:00pm. If this doesn't happen, guides will contact families and emergency contacts.
- Repeated late collection may prompt a conversation to review arrangements and support a smoother transition.

## **Looking After Our Space**

- Shared spaces and resources are everyone's responsibility. After each session, resources are returned and stored securely.
- Guides will ensure the site is safe, tidy and gates are locked once all learners have been collected.

## **Safety and Wellbeing**

- All guides on extended supervision hold valid Working With Children Checks and are trained in child safety practices.
- Any concerns or incidents are handled in line with our GVL Child Safe Policy and documented appropriately.

## **Staying Connected**

- This guide is shared with all families when they join GVL and is available on our website.
- It is reviewed annually, or sooner if needed, to reflect our evolving community needs.

**Policy last updated:** MAY 2025

**Next review:** MAY 2026

