

Off-site Supervision of Students Policy

Purpose:	To establish the responsibilities of staff in relation to off-site student supervision. To comply with Child Safe Standards in Ministerial Order 870.
Scope:	Key Teachers.
Implemented by:	School Principal and Key Teachers.
Approved by:	To be approved following VRQA approval.
Reviewed:	Every two years or as legislative changes or improvements are identified following any incidents.
Communicated via:	WP Website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual, Risk assessment checklist.

1. Policy Statement

The School's camps, incursions and excursions program enables students to further develop their learning and social skills in a school or non-school setting. The program may have a cultural, environmental, creative and/or outdoor emphasis and is an important aspect of the educational program offered at Woodline Primary.

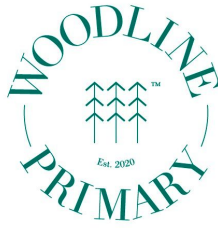
2. Aims

1. To establish the responsibilities of staff in relation to off-site student supervision.
2. To comply with Child Safe Standards in Ministerial Order 870.

3. Implementation

Duty of Care

Excursions outside the classroom require careful planning to ensure the continuing welfare and safety of students and staff concerned. While on an excursion, responsibility for the welfare and safety of the children lies with the school through the teaching staff. This includes excursions held outside the school grounds.



Level of Care

The level of care required from the school will vary depending on the location and program for each excursion. The higher the risk, the higher the level of care required. The level of duty of care varies according to:

- Age of the student
- Venue
- Conditions
- Ability of children

Consent

Consent should be received from a parent before a student is allowed to participate in an excursion. Before parents can give permission, they must be made aware of all details of the excursion, including:

- An outline of the activities, particularly any hazardous activity or those requiring specialist instruction.
- The number of supervisors and whether any of them will be volunteers/parents.
- The itinerary and transport arrangements.
- The school off-site mobile phone number (which will be taken on the excursion).

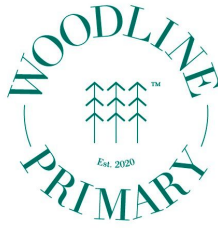
Parents will be emailed details of the Excursion / Incursion, along with a Consent Form. A child will only be allowed to participate once a completed parent consent form is returned to Woodline Primary.

Planning

Prior planning is an important component of a successful and safe activity or excursion. Class teachers are required to conduct a risk or safety assessment, including identifying any factors which heighten the risk of danger from bushfire, for each location and the travel involved for each excursion prior to finalising the itinerary. This assessment needs to be reviewed by the Principal and will form part of the authorisation for the excursion to proceed.

For advance notice excursions and camps a full itinerary should be prepared and authorised by the Principal. This itinerary should include the following details:

- The excursion venue and address.
- Date of the excursion.
- Time of departure and return to school.
- Method of transport.
- Mentors and any parents/volunteers who will be in attendance.



Prior to children attending the excursion, class teachers are responsible for ensuring:

- All consent forms have been returned to the school.
- The school's off-site mobile phone is charged and taken on the excursion.
- A designated First Aid Kit is taken on the excursion.
- Student's emergency contact details and medical management plans are taken on the excursion.

Insurance

The Principal is responsible for ensuring the school has adequate insurance cover for the proposed excursion.

Managing Behaviour

At Woodline Primary the school's adult community is encouraged to have an active role in the welfare of all children in its care. Before the start of an excursion, it is important that the teacher outlines to all students, assisting adults and parents the behaviour that is expected during the excursion emphasising the need for safety standards.

All discipline and matters of general conduct should be referred to the teacher and/or Principal.

Parent/Guardian/Family Member Involvement

Parent/Guardian/Family member involvement on excursions is generally encouraged as it can greatly assist with the running of the activities. It is important that teachers make sure all parents/guardians/family members participating in excursions are aware of the emergency procedures, minor first aid procedures, any medical conditions of the children in their care and that they are to refer any discipline problems to the teacher or Principal on the excursion.

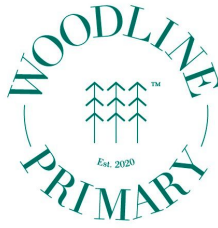
Working with Children Checks are required for parents and volunteers assisting on an excursion or camp as specified in the Working with Children Policy.

Student Safety and Welfare with External Providers

Woodline Primary has a duty of care to look after the safety and well-being of students attending the School. Supervision is one of the key elements in exercising this duty of care and preventing injuries to students during the course of School-related activities. Teachers are required to exercise their supervisory duties in such a way that students are, as far as can be reasonably expected, protected from injury.

A key goal of Woodline Primary is to produce compassionate, effective, innovative and active citizens. Students will work in a realistic and practical sense with not-for-profit organisations and industry to bring learning to life in a real context by:

- grappling with challenges;
- working in partnership with multiple agencies; and
- engaging in genuine projects as part of the curriculum structure, rather than as an addition.



Through the curriculum students will be connected directly with the not-for-profit and industry sector. Therefore it is critical that the safety and well-being of students is protected. Whenever it engages an external provider for aspects of student learning, the Principal will:

Legal and safety requirements:

- ensure the provider has relevant qualifications and experience of staff;
- ensure the provider has professional indemnity, public liability and worker's compensation insurance policies and provides a copy of a certificate of currency for each;
- ensure teachers meet their duty of care responsibilities by actively supervising all sessions delivered by a provider, regardless of location or venue;
- ensure appropriate child protection procedures including current Working With Children Checks are addressed;
- develop a risk assessment including any information from a provider to ensure that activities comply with the school, especially if students are being taken to participate in activities at another location or venue;
- ensure teachers and provider staff are familiar with protocol and reporting procedures required in case of an accident;
- follow school policies regarding type of activity, and excursions and travel when students participate in activities at a location or venue off-site.

Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	New Policy

Scheduled review date	December 2021
-----------------------	---------------

Related Resources:

- Behaviour Management Policy
- School Code of Conduct
- Child Safety Standards Policy
- Working With Childrens Check Form