



## Managing Child Wellbeing

### Offsite Supervision of Children Policy

Purpose:	To establish the responsibilities of the Team in relation to offsite child supervision. To comply with Child Safe Standards in Ministerial Order 1359
Scope:	Team members
Implemented by:	Principal
Approved by:	WP Board
Reviewed:	Every two years or as legislative changes or improvements are identified following any incidents
Communicated via:	WP Website, Team Induction, Team Meetings and Handbook, Family Handbook, Risk Assessment

#### 1. Policy Statement

Woodline Primary's camps, incursions and excursions program enables children 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 the Team in relation to off-site child supervision.
2. To comply with Child Safe Standards in Ministerial Order 1359

#### 3. Implementation

##### Duty of Care

Excursions outside the school require careful planning to ensure the continuing welfare and safety of children and the Team concerned. While on an excursion, responsibility for the welfare and safety of the children lies with the school through the Team.



### 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 child
- Venue
- Conditions
- Ability of children

### Consent

Consent should be received from a caregiver before a child is allowed to participate in an excursion.

Before caregivers 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 itinerary and transport arrangements

Caregivers will be notified of the details of the Excursion/ Incursion, along with a Consent Form through the School Management System. A child will only be allowed to participate once a consent form is completed.

### Planning

Prior planning is an important component of a successful and safe activity or excursion. Group Guides 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 Business Operations Manager 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
- Guides and any caregivers/volunteers who will be in attendance



On the day of the excursion, Group Guides are responsible for ensuring:

- All consent forms have been returned to the school
- A designated First Aid Kit is taken on the excursion, including children with medical conditions individual medical bags
- Children's emergency contact details and medical management plans are taken on the excursion
- Current weather conditions have been checked and are consistent with those anticipated in the risk assessment form
- There are no weather or bushfire warnings current for the area that the excursion is visiting or passing through
- All children and Team members are wearing a hi-vis vest, appropriate clothing and footwear and in SunSmart months a wide brimmed hat

### Insurance

The Business Operations Manager is responsible for ensuring the school has adequate insurance cover for the proposed excursion and/or the venue has appropriate insurance in place

### Managing Behaviour

At Woodline Primary the school's 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 Guide outlines to all children, assisting adults and caregivers 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 Guide and/or Executive Team.

### Caregiver Involvement

Caregiver involvement on excursions is generally encouraged as it can greatly assist with the running of the activities. It is important that Guides make sure all caregivers 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 Guide on the excursion.

Working with Children Checks are required for caregivers and volunteers assisting on an excursion or camp as specified in the Working with Children Policy. It is the Guide's responsibility to ensure all volunteers have Working with Children Checks.



## Child Safety and Welfare with External Providers

Woodline Primary has a Duty of Care to look after the safety and wellbeing of children attending the school. Supervision is one of the key elements in exercising this Duty of Care and preventing injuries to children during the course of school-related activities. Team members are required to exercise their supervisory duties in such a way that children are, as far as can be reasonably expected, protected from injury and the risk of child abuse.

A key goal of Woodline Primary is to produce compassionate, effective, innovative and active citizens. Children 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
- engaging in genuine projects as part of the curriculum structure, rather than as an addition

Through the curriculum, children will be connected directly with the not-for-profit and industry sector. Therefore, it is critical that the safety and wellbeing of children is protected.

Whenever Woodline Primary engages an external provider for aspects of child learning, the Principal will:

Legal and safety requirements:

- ensure the provider has relevant qualifications and experience of all Team members
- 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 the Team 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
- include in the excursion risk assessment identification of hot spot areas or times of day when children may be at greater risk of child abuse and document and apply strategies to minimise risk at these times and locations
- develop a risk assessment including any information from a provider to ensure that activities comply with the school, especially if children are being taken to participate in activities at another location or venue
- ensure Team members and provider Teams are familiar with protocol and reporting procedures required in case of an accident
- follow Woodline Primary policies regarding type of activity, and excursions and travel when children participate in activities at a location or venue off-site



## Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	Draft of the new policy
2.0	December 2022	Improvements identified and updated
3.0	December 2024	Update language and included more detail
Scheduled review date		December 2026