



**SACRED HEART PRIMARY SCHOOL,
Tatura
Off Site Supervision of Students POLICY
July 2018**

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Basic Beliefs

Where school camps are conducted they shall be undertaken as an integral part of the educational program of Sacred Heart School and shall reflect authentic learning opportunities.

For Excursions (Off site)

- An excursion should provide opportunities for all students to observe, respond to, or interact with new environments and experience different activities that relate to and enhance current learning and teaching experiences.
- Excursions can provide additional opportunities for students to interact with each other in new and varied settings.
- As a learning experience, excursions should be chosen for their capacity to enrich and extend the students' understanding of themselves, others, society and the environment through active participation.

Aims and Objectives:

- Excursions and camps shall be designed to enhance the educational program offered by Sacred Heart School. They provide an opportunity for purposeful learning in different contexts, extending children's learning through the provision of real or first hand experiences.
- Camps provide unique opportunities for students to develop their personal skills, confidence and independence with their peers in an environment away from school and home.
- The Teachers in conjunction with the Principal shall ensure that maximum emphasis is placed on the safety and wellbeing of all participants. Students will be encouraged to develop a sense of responsibility towards the safety of others and self.
- The same code of conduct expected during school hours is expected of all students, staff and supervisors.

- It is crucial that teachers are aware of the risks involved in any excursion and plan accordingly, utilising proper risk identification and management processes.
- Each excursion should be conducted with the 'informed consent' of parents or guardians. This means parents or guardians must be provided with all the information necessary for them to be able to make an active and informed decision regarding their child's participation in the excursion. This includes detailed information about proposed activities, and key dates and times. Specific provisions should be in place for parents with English as a Second Language, are not literate, are sight impaired, or have other particular communication requirements.
- A duty of care exists at all times throughout the excursion.

Organisation:

- An excursion/ camp information is to be discussed with the Principal at least four weeks prior to the proposed excursion. Most camps are organized on the Planning Day of the previous year as they are linked to Inquiry Topics / Curriculum areas.
- The Principal shall approve all school excursions and camps.
- Sandhurst CEO need to be informed of camps one week prior to start date
- If the excursion requires a bus as the mode of transport, the teacher will make and confirm this booking once the Principal has approved the excursion/ camp.
- Students shall be transported to and from excursions/ camps in a safe and proper manner, whatever the mode of transport.
- Students shall not be allowed to attend a school excursion/ camp unless permission is obtained from a parent or guardian. The permission note shall outline details such as date and time, destination, mode of transport and the activities to be undertaken.
- The school shall make provision so that no student is prevented from attending excursions/ camps on financial grounds.
- School excursions and camps form part of Sacred Heart's curriculum program and therefore are to be attended by students. Where teachers, parents or guardians have any issues regarding the attendance of their child/children on school excursions these issues shall be discussed with the Principal.
- Where a student does not attend an excursion/ camp, the school shall provide an alternative educational program at school. It is the responsibility of the classroom teacher to organise this prior to the excursion/ camp taking place.
- If an incident regarding misbehaviour occurs, the teacher will ring the Principal who will notify parents.

- In case of emergency the teacher will ring 000 for the suitable emergency service and notify the Principal.
- The school reserves the right to send a child home if the behaviour is deemed serious enough by the teaching staff and Principal.
- Excursions can involve schools and families in considerable costs, therefore appropriate research and planning should be undertaken to ensure the expenditure is reasonable and justified, and that appropriate notice is provided.
- Each excursion should be conducted with the 'informed consent' of parents or guardians. This means parents or guardians must be provided with all the information necessary for them to be able to make an active and informed decision regarding their child's participation in the excursion. This includes detailed information about proposed activities, costs, and key dates and times. Specific provisions should be in place for parents with English as a Second Language, are not literate, are sight impaired, or have other particular communication requirements.
- All volunteers will have completed the Camp/Volunteer Induction Pack

Medical Requirements:

- All students medical requirements will be taken into consideration prior to excursions and every attempt will be made to include these children in activities.

This shall include information such as:

- Action Plans for particular conditions
- Any known medical conditions
- Medication which is required-* any allergies
- Any medical condition which may prevent a student from participating in a particular activity
- Dietary needs
- Specific written instruction shall be obtained from parents or guardians for the administration of medication. This may be included in the permission note for the excursion.
- Parents may be asked to provide further medical information or be asked to provide a medical action plan signed by a doctor.
- A medical kit and mobile phone shall be kept within close proximity at all times. Medical kits are stored in the sick bay. Teachers should check that all First aid kits are stocked appropriately. Teachers should ensure that a spare asthma inhaler is

included. Any student epipens should be collected from the sickbay and signed out for the duration of the excursion/ camp.

- All staff are expected to have current First Aid training.
- Recommended teacher student ratios for day excursions are 1:20. For camps the ratio is 1:10.
- Various locations may have their own adult: student supervision requirements.
- Where possible, the organising teacher should visit the location prior to excursions/ camps, to assess risks and sort out requirements.

Risk Management

- The Principal will meet with all units at the beginning of the school year to discuss the requirements of planning for any excursion and the expectations for staff and students whilst involved with an off-site activity.
- Risk Management is a process of identifying the potential risks a particular activity presents to students and supervising adults. Identified risks will be analysed along with a context for the development of appropriate countermeasures, which will either eliminate the risks or control the risks to an acceptable level.
- The emphasis will be on thorough risk management planning (site-specific and activity specific) before approving and conducting the activity. All activities carry different levels of risk. The level of risk will change as any of the elements of the activity change; that means change to the environment, equipment, student ability, or teacher capacity etc.
- Where an excursion was strenuous or when during the course of an excursion a student suffered an injury or experienced ill health or where an unplanned incident occurred that needed reporting, a detailed report shall be submitted to the Principal by the teacher in charge of the excursion/ camp. The Teacher in charge is required to phone the Principal immediately for serious incidents.
- Assisting adults/instructors have a responsibility for the care and welfare of students on an excursion while under the direction of teaching staff. They should be briefed regarding their role/expectations and have signed the Camp/Volunteer Induction Pack.
- While on an excursion, duty of care responsibilities exist at all times. Therefore, staff and supervisors shall not be permitted to use intoxicating substances at any time during the excursion.

4.0 Planning

Ensuring that each excursion is planned appropriately is the responsibility of school leadership. Documented policy and processes for planning should therefore be developed by that leadership for use by those delegated to plan and lead each excursion.

School policy and procedures documentation should ensure adequate time is given to all phases in planning and preparation, especially those involved in giving notice and information to parents, in managing risk, and in ensuring all adults have Working With Children Checks.

Documentation should also make sure that questions such as those listed below are addressed and that proper measures are taken for the issues raised. They should also take into account the varying nature and format of excursions; such as sporting events, local neighbourhood activities, active or passive activity, travel by bus, overnight stays, or interstate/international travel.

- Who is responsible for planning the excursion, including documentation and timeliness of approval and notification processes?
- Who is responsible for leading the excursion?
- What is the destination of the intended excursion?
- What is the purpose of the excursion? What is the proposed content?
- What is the allocated budget for the excursion?
- Who are the intended participants?
- What are the requirements to ensure inclusion of all students and to avoid discrimination?
- What aspects of student learning are being supported?
- What are the transport requirements for the excursion and who has responsibility for the organisation of this?
- What steps have been taken to consider transport arrangements for safety, including passenger numbers, provision of seat belts, adult passengers, planned travel time, scheduled stops, provision for unplanned stops, emergency management, etc.
- What will be the duration of the excursion, as well as the dates and times involved?
- If it is to be an overnight excursion, what is the style of accommodation and sleeping arrangements, and processes for supervision at night?
- What will be the catering arrangements for the excursion, including provision of special dietary requirements?
- Medical / Emergency management plans will be included in documentation.
- What are the intended activities in which the participants will engage?
- Is the overall excursion timetable balanced and appropriate?
- What steps are being taken to establish a valid adult/student ratio, taking into account the activities, context and individuals involved? Is there an appropriate mix of male/female adults, taking into account student ages and requirements, activities, location, etc. Who has responsibility for the overall operation of the activity? Are there certain activities that will need a higher adult/student ratio?

- The number of adults to participate should take into account the possibility of emergencies, accidents and illnesses – this will often necessitate having a minimum of three leaders.
- What processes are in place for briefing and de-briefing adults involved, both before and after the excursion?
- Is a pre-excursion visit to the location to be undertaken in order to determine the suitability of the site, facilitators, equipment and activity? If not, what is to be done to compensate for this? (Note: Promotional material provided by the venue is generally not an adequate replacement)
- What Risk Assessments should be completed for excursions, including transport arrangements and risks such as bushfires?
- Are participating adults sufficiently qualified and experienced, capable of leading the activities, and aware of their legal duty of care? What are the processes in place for addressing these issues, or for addressing shortfalls in qualifications, knowledge or experience?
- What costs are involved and are these reasonable for the proposed activity and participants? What are the processes for assisting families in planning for and managing payment of costs? Can the costs be supported for some families if required?
- What is the process for giving parents meaningful information regarding this proposed excursion and for gaining their consent?
- How and when are students and parents to be given notice of the excursion? What is a sufficient period of advance notice?
- What are the clothing and equipment requirements? How and when will this be communicated to students and parents?
- What are the processes for reporting, recording, investigating and responding to incidents and accidents?
- How is the excursion to be evaluated?
- What student medical information must be collected, and how is this to be stored and made available to excursion leaders?
- What are the required processes for collecting and dispensing student medication?
- How will contact be maintained with the school during the excursion?
- Who is the nominated school contact person during the excursion?
- Has the necessary equipment been organised and checked?
- What are the plans for an unforeseen event or emergency?
- What is the process for obtaining and evaluating the Emergency Management Plan for the excursion site?
- What is the contingency plan in the event of adverse weather conditions?
- What plans are in place to deal with student behaviour and discipline?
- What processes are in place for collating and storing relevant documentation after the excursion, including planning documentation, letters of advice to parents, permission forms, incident and accident records, investigations of incidents and accidents, debriefing records, etc.

Child Safety is a priority at Sacred Heart School and all Child Safe policies and procedures are required to be adhered to, to ensure all children are safe when attending off site activities.

4.1 Recommended Stages in Planning

1. Initial planning and approval.
2. Detailed planning and preparation.
3. Pre departure information.
4. Travel arrangements.
5. Arrival arrangements.
6. Accommodation details.
7. School Information.
8. Return to school
9. School follow up & Evaluation
10. Storage of excursion documentation, including planning, permission forms, incident reports and investigation records, and debriefing and evaluation documents