

Off-Site Student Supervision 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 Mentors

Implemented by:

Key Mentors & School Principal

Approved by:

KVS Board

Reviewed:

Every two years or as legislative changes arise or improvements are identified following any incidents

**Communicated
via:**

KVS Website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual, Camp Planning and Risk Assessment Checklist

Overview

Excursions, incursions and camps are seen as an integral part of the school's curriculum at Koonwarra Village School. On a regular basis, students participate in excursions and throughout the year may participate in a number of camps and other activities external to the school.

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

Excursions and Activities Run by a Third Party

From time to time Koonwarra Village School will engage the services of external providers to either run, or assist in the running of, excursions. These external providers may also provide venues and equipment for the excursion.

The duty of care owed to pupils by the school is not delegable and the engagement of an external provider, no matter what her or his level of expertise, does not release the school from its obligation to ensure the safety of its children who participate in the excursion.

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)

For all excursions a completed parent consent email must be obtained.

Planning

Prior planning is an important component of a successful and safe activity or excursion. Key Mentors 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 School 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 School 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
- Draft of the Out and About Form
- For excursions or Camps with a risk rating of High or Extreme an Excursion and Camp Risk Assessment Form must be completed.

Prior to children attending the excursion, Key Mentors are responsible for ensuring:

- All consent emails 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 and that student(s) with medical management plans are allocated to vehicles driven by Mentors or their own parents.

Insurance

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

External Instructors

For many excursions, external instructors are required to either assist the teacher in charge or to run the course themselves.

For excursions and camps with a risk rating of high or extreme the School is to ensure that the instructor has the appropriate qualifications, experience, insurance coverage and permits required to conduct the camp or activity and hold these details at the school prior to the excursion. All excursion and camp facilitators must hold a Working with Children Check in-line with the School's Child Safe Standards.

Use of Private Vehicles

The school's duty of care extends to ensuring that parents and teachers using private vehicles on school excursions acknowledge the following guidelines:

- The driver should hold a full and valid driver's licence
- The vehicle registration should be current

- The number of children transported in each vehicle should not exceed the number of seatbelts fitted
- Approval from the School Principal must be sought for teachers to use their own vehicle to transport children
- Vehicle drivers will be made aware that the school does not accept liability for any damage to the vehicle while it is used to transport children on school business

Managing Behaviour

At Koonwarra Village School 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 any excursion it is important that Key Mentors outline 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 Key Mentors and/or School 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 Key Mentors 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 Key Mentors or School 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.

Related Resources

Behaviour Management Pathway

Guiding Principles

Excursion and Camp Risk Assessment Form

Out and About Permission Form

Related Policies

- Behaviour Management Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Working with Children Policy
- Student Welfare Policy