



# Off Site Supervision and Camps (inc: bushfire risk and response)

## **Rationale**

The School recognises camps, excursions and routine outings may provide valuable educational experiences for the children and are mindful of both the additional risks that these events may present as well as the need to keep children safe from hazards and harm. The school completes an Off Site Activity Planning Checklist, in accordance with regulatory requirements to ensure that all hazards associated with the excursion or outing are identified and risks are, where possible eliminated, or adequately controlled.

## **Purpose**

The purpose of Off Site Activity Planning Checklist is to ensure that all outings are adequately planned for, with all potential hazards identified and controlled. The checklist and planner will be used by all members of staff responsible for organising an excursion, camp or outing on behalf of the school.

## **Implementation**

All camps, excursions and outings require thorough preparation to ensure issues of Health and Safety, educational outcomes, logistics, supervision and cost are all addressed.

The following must be considered by all staff members planning an excursion, camp or outing:

- All excursions, camps and outings must be approved by the school's Principal and Leadership Team. All camps and high risk excursions will require School Advisory Council approval.
- Appoint one teacher to take ultimate responsibility for the organisation and leadership of the excursion.
- The appointed staff member responsible for organising the excursion, camp or outing must complete the school's Off Site Activity Planning Checklist and submits it to the Principal or a member of the Leadership Team for approval.
- The School's Off Site Activity Planning Checklist asks those organising the event to consider the following:
  - Anticipated educational outcomes
  - The suitability of the venue and the service provider
  - Registration and accreditation requirements of the venue ie... registered with Australian Camps Association (ACA) <http://www.auscamps.asn.au>
  - Organised in accordance with all required specifications outlined in CECV – Catholic Schools Operational Guide.
  - Transport arrangements
  - Permission and supervision requirements including expectations of participating teachers and volunteers
  - Working with Children Checks for volunteers
  - Child Safety Ministerial Order No 870 expectations outlined in Child Safe Policy are discussed and the signing the school's Child Safe Code of Conduct is completed by volunteers
  - First Aid and medical plan requirements
  - Emergency preparedness and response provisions
  - Approvals and notification
- Parents and Guardians should be given ample notice of the planned excursion, camp or outing. A period of at least two weeks' notice prior to any event is preferred.

During Bushfire Season – Confirmation of approval to proceed to an excursion is required from the Principal or delegate on the day of the excursion.

- Risk assessments need to be completed. Ensure the protocols outlined by the Department of Education and Training (DET) are followed - <http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/swimming.asp>
  
- The risk assessment needs to consider:
  - the nature of and potential risks associated with activities
  - facilities
  - equipment
  - environment
  - supervision
  - communication
  - capabilities of staff and students
  
- It is an expectation that the school's 'standards of behaviour' apply on all excursions, camps or outings. Students whose behaviour (in the judgment of the teacher and with the approval of the Principal) causes concern with regard to the safety of self or others, may not be permitted to attend an off-site activity. It will be a normal school day for the children not participating in excursions. Students are to be reminded that normal school rules and expectations regarding behaviour and consequences will apply. Consequences may be outlined in the note being sent home.

Arrangements of an excursion, camp or outing may only progress upon receiving approval from the Principal or member of the Leadership Team after the required paperwork has been completed.

### **Supporting School Policies**

Duty of Care

Child Safely Policy

Code of Conduct

Mandatory Reporting Policy

Student Care and Wellbeing Policy

Human Resources Practices

Working with Children Check Policy

Visitors in Schools

Offsite Activities Checklist

Risk Management Assessment Template