

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: Mentors

Implemented by: Mentors & Principal

Approved by: PIVS Board

Communicated Via: PIVS Website, PIVS Policy Folders, PIVS Mentor Library, Staff Handbook, Parent Handbook, Camp Planning & Risk Assessment Checklist.

Reviewed: Every two years, as legislative changes arise, or improvements are identified.

Excursions, incursions and camps are seen as an integral part of the school's curriculum at Phillip Island Village School. On a regular basis, students participate in "Out 'n About" 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 students lies with the school through the teaching staff. This includes excursions held outside the school grounds.

Level of Care

The level of care varies depending on the particular excursion. Each excursion holds a different level of risk and therefore requires a different level of care. 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 students

Excursions and Activities Run by a Third Party

From time to time Phillip Island 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.

Where an external provider is engaged to conduct, or assist in the running of excursions, or other activities, the Duty of Care ultimately remains with the school and cannot be delegated to a third party. 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 students who participate in the excursion or activity.

Consent

Consent should be received from a parent before a student is allowed to participate in an advance notice 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

For all advance notice excursions, a returned permission email or signed hard-copy of the email must be obtained.

Planning

Planning is an important component of a successful and safe activity or excursion. 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 Principal and will form part of the authorisation for an 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
- How supervision requirements will be met
- Consent email

Prior to students attending an excursion, Mentors are responsible for checking:

- All consent emails are completed and returned to the school
- A designated First Aid Kit is complete and will be taken on the excursion
- Student's emergency contact details and medical management plans are up to date and will be taken on the excursion

Insurance

The 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.

The school will ensure that the instructor has the appropriate qualifications, experience, police clearance, insurance coverage and permits required and hold details of these 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 all private vehicles used by parents and teachers on school excursions adhere to the following guidelines:

- The driver should hold a full and valid driver's licence
- The vehicle registration should be current
- The number of students transported in each vehicle should not exceed the number of seatbelts fitted
- Approval from the Principal must be sought for teachers or parents to use their own vehicle to transport students
- 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 students on school business

Managing Behaviour

At Phillip Island Village School, the school's adult community is encouraged to play an active role in the welfare of all students in its care. Before the start of any excursion it is important that Mentors outline to all students, assisting adults and parents the behaviour that is expected during the excursion emphasising the need for safety standards.

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

Parent/Guardian/Family Member Involvement

Parent/Guardian/Family involvement on excursions is generally encouraged as it can greatly assist with the running of the activities and provide opportunities for parents to be engaged in school life. It is important that Mentors make sure all parents participating in excursions are aware of the emergency procedures, minor first aid procedures, any medical conditions of the students in their care and that they are to pass any matters of general conduct or discipline to the supervising Mentors or the Principal.

The Principal is responsible for determining whether Working with Children Checks are required for parents and volunteers assisting on an excursion.

Related Resources

Behaviour Management Pathway

Guiding Principles

Related Policies

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