Off-site Supervision of Students Policy

Purpose:	To establish the responsibilities of staff in relation to **off-site** Students supervision.
Scope:	Teachers
Implemented by:	Principal
Approved by:	Fitra Board
Effective Date:	May 2024
Review Date:	December 2026

Excursions and camps are seen as an integral part of the School's curriculum . On a regular basis, children 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 children and staff concerned. While on an excursion, responsibility for the welfare and safety of the children lies with the School through the teaching staff.

Refer to the School's *Duty of Care Policy* to get a full understanding of a Teacher's Duty of Care obligations at law. Specifically, and without in any way limiting a Teachers general Duty of Care obligations, in relation to an activity to which this policy applies Teachers should also observe the following:

- Be aware that Students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- Be aware that camps and excursions outside the School bring with it an increased Duty of Care.
- Be aware that School policy is for Students to be counted on and off transport and at other times on a regular basis whilst on excursion or camp activities. On transport, staff will position themselves throughout the vehicle so that all children can be viewed by at

least one adult.

- The Teacher in charge must have copies of all confidential medical forms. Permission notes and parent contact details are available on the student management system, Compass that teachers can access via mobile phone.
- Arrangements must be made for Students not attending to continue their normal program at School under supervision of another classroom Teacher.
- The Teacher in charge or a designated Teacher of an excursion, camp or other off-site activity must carry a mobile phone and a first aid kit.
- If the return time from an excursion or camp is delayed, the Teacher in charge must contact the School to inform the Principal (or their delegate) of the new arrival time so that Parents can be contacted and a senior staff member will remain at School until they arrive.
- If crossing roads, Students are to use designated crossing points. Staff are to walk to the middle of the crossing to ensure visibility and orderly crossing. Other staff control the flow of Students across the road.

Teachers should also note that 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 will also vary according to:

- Age of the child
- Venue
- Conditions
- Ability of children

Regard must also be had as to whether varying level of care is required if a child is of Aboriginal or Torres Strait Islander origin, is from a cultural or linguistically diverse background or has a disability.

Excursions and Activities Run by a Third Party

From time to time the 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 only delegable in very specific cases and that 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.

It is important that the external provider has the appropriate qualifications, experience, police clearance, working with children check clearance, insurance coverage, permits required and that the details of these are held at the School prior to the excursion. The external provider should also be required to have formally accepted the School's Child Safety Code of Conduct. The Teacher organising the excursion is responsible for ensuring that these required measures are met in advance of the

excursion.

Consent

Consent should be received from a Parent before a child 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 itinerary and transport arrangements
- Details of any costs involved and the date by which payment is required
- The teacher in charge of the excursion
- Parents are also required to update any medical or emergency contact details if they differ to what is already held on the student file

For all excursions, a completed Parent consent form must be obtained. This can be via the online consent form on Compass or an email.

Planning

Prior planning is an important component of a successful and safe activity or excursion. Teachers 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 the excursion to proceed.

Refer to Appendix 1 of this policy 'Bushfire preparedness for School camps, offsite activities and excursions' for additional protocols to be observed where there is a risk of bushfire.

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

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

- All consent forms have been completed (Either online on Compass or via email)

- The teacher or other designated mobile phone is charged and taken on the excursion
- A designated First Aid Kit is complete and taken on the excursion
- Children's medical management plans are taken on the excursion

Insurance

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

Managing Behaviour

The School's adult community is encouraged to be responsible for the welfare of all children in its care. Before the start of any excursion it is important that Teachers outline to all children, assisting adults and Parents the behaviour that is expected during the excursion emphasising the need to remain safe at all times.

All discipline and matters of general conduct should be left to the Teachers.

Parent Involvement

Parental involvement on excursions is generally encouraged as it can greatly assist with the running of the activities. Before attending excursions, parents are to attend a volunteer induction meeting to understand the scope of their role as a volunteer. It is important that Teachers make sure all Parents 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 pass any discipline problems to the Teachers.

All Parents/Guardians and volunteers assisting on an excursion will be required to have formally accepted the School's Child Safety Code of Conduct and have Working with Children Check clearance. The Teacher organizing the excursion is responsible for making sure these requirements are in place.

Local Area Outings

From time to time to enhance the delivery of the School's curriculum, Students will be taken on outings to the following local locations:

- Westall Library
- Grange Reserve
- Westall Tennis Club

- Kingston City Soccer Club
- Clayton Aquatic Centre
- Local Shops

All of these locations are within walking distance to the School and are considered low risk. Parents/Guardians will be requested to provide their consent for local area outings at the start of each school year.

Supervision

When determining the ratio of adults to Students required for adequate supervision of excursions, the following factors should be taken into consideration:

- the experience, qualifications and skills of staff (including volunteers, instructors, etc)
- the age, maturity, physical characteristics and gender of Students
- the ability and experience of the Students
- the size of the group
- the nature and location of the excursion
- the activities to be undertaken
- the outcome of the risk assessment

As a general guide for staff-Students supervision ratios consider the following table. The actual supervision requirements should be informed by the factors noted above.

Type of Off-site Activity	**One supervisor per**
Day excursion	Twenty Students
Adventure activities	Subject to specific guidelines for the activity
Overnight excursions	Ten Students
Interstate / Overseas tours	Ten Students
Local Area Outings	Twenty Students

Related Documentation

Behaviour Management Pathway

Related Policies

- Emergency Management Plan
- Critical Incident Plan
- Behaviour Management Policy
- First Aid Policy
- Anaphylaxis Management Policy
- Welfare Policy
- Duty of Care Policy
- Working With Children Check Policy
- Visitor & External Provider Policy

Appendix 1

BUSHFIRE PREPAREDNESS FOR SCHOOL CAMPS, OFFSITE ACTIVITIES AND EXCURSIONS

Bushfire Facts

Conditions when bushfires are likely to 'blow up' after being triggered by a source include:

- air temperature 26 degrees or more
- wind speed 30kmh to 70kph in gusts
- wind direction west-north/west
- previous dry spell or drought lasting some 6 weeks
- humidity low, less than 15% - 20%

Other factors include the vegetation type, dryness and denseness, the angle of slope and topography

- the speed of the fire approaching may be in excess of 100kph
- the front may typically extend 3-5 km or more
- spot fires from air borne embers may be ignited up to 30km away from the fire front
- fire burns much more quickly uphill than downhill or on the flat. Never try to outrun a fire uphill

NB. Fire fighting crews may establish fire breaks in advance of a fire, so don't get caught between the two (communication with PARKS/CFA/000 is the key to avoiding this).

Preparation

- Prior to undertaking an off-site activity in a bushfire risk area or season, organising and supervising staff must ensure that there is adequate pre-excursion planning and emergency preparation, including preparing Students in anticipation of bushfire risk.
- Preparation should include regular checks of CFA websites for alerts; having a School based person monitor any developments and be in regular contact with those off-site in the event of a developing situation; seeking advice from external activity organisers and checking their own bushfire emergency preparedness; giving consideration to alternative sites/activities to reduce bushfire risk/hazard.
- Complete lists of all Students, staff and others participating in an out of School activity and their times and location(s) must be provided to designated contact persons on the School site.

Approval

Prior to the excursion the approval form from the Principal must be obtained. In approving the

excursion, consideration should be given to:-

- contribution of the activity to the School curriculum
- adequacy of the planning, preparation and organisation in relation to:
    - School policy
    - guidelines and advice provided by the Department of Education and Early Childhood Development; and
    - the Safety Guidelines for Education Outdoors website
- the risk assessment
- information provided by community groups and organisations that specialise in the activity proposed
- appropriateness of the venue
- consideration of seasonal and locality factors that might increase risk (i.e. bushfire season)
- provisions made for the safety and welfare of Students and staff
- experience and competence of staff relevant to the activities being undertaken
- adequacy of Students supervision

Off-site Activities Emergency Management

All excursion staff and, where appropriate, Students, need to be familiar with the procedures for dealing with emergencies on each excursion. Emergency procedures pertaining to campsites should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately to familiarise staff and Students with emergency evacuation protocols and ensure the procedures are appropriate.

On days of extreme fire danger the Principal may need to cancel or relocate excursions at short notice. Camp groups will be recalled should this situation arise after they have departed.

Bushfire Protocols in the Event of a Fire with a Potential to Impact on an Off-site Activity

Once you have established that there is a fire in the vicinity, try to confirm whether it poses a threat to the group and ensure that you have everyone in the group together.

- if communication is possible, consider ringing Parks Vic and/or CFA hotline to ascertain the location and severity of the fire. Make them aware of both the fire and your current location and planned travel route/times;
- if you think that the fire does pose a potential threat look at your options for complete evacuation or for moving to a much safer location. Look for open spaces free of forest fuels and vegetation, such as a beach or cleared area. If these are unavailable look for shelter amongst rocks, behind huge logs or in very wet gullies/creeks or on rocky outcrops, pre-burnt areas. Remember it is generally the 'radiation of heat that potentially kills';
- if necessary, gather all Students and staff into canoes and rafts on the water. Depending on your location and the conditions, paddle to a safer landing. If this is not available, paddle to a safe

distance (considering radiant heat and wind direction) and raft up while the fire passes;

- have group dress in woollens preferably and in long sleeved shirts and pants, gloves, beanies, sunglasses as well as to breathe through a damp cloth held over their mouth/nose;
- if time, alert the School;
- DO NOT RUN unless there is a clearly indicated way of escape. Do not try to outrun fire uphill;
- if caught, CLEAR any leaves or vegetation near you; STAY in your chosen shelter until the fire has passed; COVER any exposed skin with clothing, soft earth, etc., KEEP LOW and breathe air close to the ground;
- only as a LAST RESORT, run though the flames to burnt ground. Wait for a lull and choose smallest flames and area behind that will have little burning material on the ground. Don't attempt flames higher than you!
- if possible keep PARKS or EMERGENCY SERVICES informed of your situation and inform them, as well as the School, once the fire has passed;
- staff to liaise with emergency crews to organise the remaining Students return to base with non-physically injured Students to be looked after and reassured by a nominated staff person;
- as soon as practical the Principal is to be informed of the events.

Once the immediate danger has passed and it is safe and practical to do so, follow the protocols outlined in Emergency Management Plan or the Critical Incident Plan (whichever is more appropriate given the circumstances).