



Offsite Activities Policy

Rationale

Our Lady of the Sacred Heart School, Merbein (OLSH) 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 utilises the 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.
- The appointment of one teacher to take ultimate responsibility for the organisation and leadership of the excursion/camp.
- The appointed staff member responsible for organising the excursion, camp or outing must complete the Off Site Activity Planning Checklist and submit it to the Principal or a member of the Leadership Team for approval in advance.
- The 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 (if required)
 - 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 any 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.

- A risk assessment needs to be completed for all offsite activities. Particular risks associated with any swimming and or water based activities are to be documented with consideration of the protocols outlined by the Department of Education and Training (DET).
<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
 - consideration of Child Safe Standards
- It is an expectation that the school's 'standards of behaviour', as outline in the Behaviour Management Policy and Procedure 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.

Parent Attendance on School Camps

Where possible, staff employed at Our Lady of the Sacred Heart, Merbein will be used to fulfil the supervision guidelines as stated by the Catholic Education Office, Ballarat. When this is not possible, parents of students attending the camp may be offered the opportunity to attend the camp to meet these supervisory needs, as a designated volunteer.

In exceptional circumstances, students may require one to one care in order to be able to participate in a camp or excursion. When this is the case, a parent or caregiver may attend the camp to offer the extra assistance required for participation.

Students who require one to one assistance can include;

- Students who require assistance with personal care, specifically with toileting or bathing. This must be previously discussed and included in student Individual Learning Plans at school prior to the camp.
- Students who have medical issues that require attention overnight.
- Students who require extensive, one to one assistance in a school setting to complete learning tasks and participate in a social setting with other students. This must be previously discussed and included in student Individual Learning Plans at school prior to the camp.

Costs associated with parents attending camp, either to fulfil the supervisory requirements or to meet the individual needs of a student, will be absorbed by the school and added into the cost calculations for the camp.

Supporting School Policies

Duty of Care

Child Safety Policy

Code of Conduct

Mandatory Reporting Policy

Student Care and Wellbeing Policy

Human Resources Practices

Developed and Ratified: 01/03/2017	Last Review/Revision:01/05/2020	Next Review: 2023
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Working with Children Check Policy
Visitors in Schools
Offsite Activities Checklist
Risk Management Assessment Template