

OLIVET CHRISTIAN COLLEGE

028 SUPERVISION OF STUDENTS OFF-SITE POLICY

Policy number	028		
Drafted by	Mary-Anne Revell	Last Approved by Executive	August 2021
Responsible person	Steven Nicholas	Scheduled review date	August 2024

Rationale

Olivet Christian College aims to create and maintain a learning environment that facilitates development of the whole child. Teachers will cater for students with different learning abilities, interest and needs. Excursions complement and are an important aspect of the educational programs offered at the college. Adequate supervision of students on such excursions is a requirement of the College's duty of care.

Principles

Excursions are an important means of complementing a student's learning opportunities and development needs. The College will ensure each student's welfare and safety by providing adequate supervision when off site. Reference is also made to the College's Welfare Policy.

Goals

An excursion is defined as any activity beyond the Colleges grounds.

The College Executive must approve excursions that extend beyond a College day. All other excursions require the approval of the Principal.

Parents sign a Consent Form at the beginning of each year for activities under 50km. Excursions 50km or beyond plus swimming lessons require each student's parents' express prior written consent. Parents will receive adequate notification of planned excursions.

A designated teacher will co-ordinate each excursion.

The College may decide to exclude a particular student from an excursion. The decision to exclude a student will be made by the principal in consultation with the designated teacher.

The College may participate in camps and excursion programs to locations, which may be a considerable distance from the College and emergency services. The College will endeavor to conduct such camps and excursions in locations and at times that are not likely to pose an unreasonable risk to participants.

Supervision of students is the responsibility of all staff accompanying the students.

Staff accompanying the students must avoid potentially dangerous situations arising.

If a potentially dangerous situation nevertheless arises, staff must react accordingly keeping in mind each student's safety and welfare. If possible and appropriate, staff must call for assistance.

An emergency, which occurs during a camp/excursion, is to be reported by the supervising teacher to the emergency services. The Principal / Business Manager is then to be advised. If practicable, the Principal will attend.

The College will provide the opportunity for teachers to update their first aid skills. All excursions will have at least one level two first aid trained staff member at all times.

All students attending excursions will provide a signed medical form providing medical details and giving teachers permission to contact a doctor or ambulance should instances arise where the student requires treatment. Copies of the signed medical form are to be taken on the excursion, as well as kept at the College.

Students involved in College camps or excursions will be discreetly administered prescribed medications by the teacher in charge in a manner consistent with procedures laid out in the Administration of Medication Policy, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to the College.

A mobile phone and a first aid kit will be taken on all excursions.

Evaluation: Reviewed as part of the three year