

## OFF-SITE SUPERVISION OF STUDENTS PROCEDURE

### 1.0 INTRODUCTION

This Off-Site Supervision of Students Procedure applies to all Diocese of Sale Catholic Education Limited (**DOSCEL**) workplaces, specifically Marist-Sion College Warragul (**Marist-Sion College**).

Camps and excursions are a recognised part of College activities and staff can reasonably expect to be required by Marist-Sion College to conduct camps and excursions as part of their normal work duties. Because camps and excursions necessarily involve both staff and students leaving school premises, there may be increased risks to their health and safety. The increased risk may arise from either or both of the following factors:

- The nature of the camp or excursion itself (for example, a short walking excursion to look at environmental features in the school's vicinity poses less risk than a camping trip).
- A less controlled environment (that is, the reduced control that the school can exercise over external factors such as the safety of the excursion site or the people with whom students might come into contact).

### 2.0 PURPOSE

The obligation to protect the health and safety of staff and students extends to activities away from school, such as school excursions and camps

This Procedure is to ensure the health and safety of staff, students and volunteers on camps and excursions is managed just as it would be within school grounds.

### 3.0 PROCESSES AND PROCEDURES

The principal or delegated authority, having reviewed and ratified the activity plan in advance, will not approve or recommend an off-site activity for approval unless they are satisfied that the activity is reasonably safe and that it can be adequately supervised.

In accordance with the DOSCEL Delegation Register – Schools, the Principal or delegated authority will submit applications to DOSCEL for consideration and approval for the following activities:

- Camps
- Overnight Excursions
- High Risk Activities as determined by DOSCEL
- Interstate tours
- Overseas tours

An Activity Planning Checklist and Risk Assessment signed by both the teacher in charge and the principal should be completed for all off-site activities. Additional supporting documents are required to be submitted for activities requiring DOSCEL approval.

### 3.1 Overview

During an off-site school activity, a teacher employed by DOSCEL has responsibility for the safety of the students from the moment of leaving to the moment of dismissal. Supervision of students during an off-site activity cannot be delegated to a non-teaching staff member, parent, volunteer or external activity provider.

The parent or guardian must receive prior written or electronic advice about travel plans (including times of departure and arrival and mode of transport), educational activities and supervision arrangements. Permission forms must be signed by the parent or guardian, although this consent does not relieve teachers supervising excursions from their responsibilities towards students.

A parent or guardian's consent is to allow the child to engage in an activity for which reasonable care will be taken for the safety of the child. Where reasonable care is not taken, it falls outside the scope of what has been consented to by the parent or guardian.

### 3.2 Planning Requirements

***In advance of every off-site activity, the Student Activity Locator (SAL) will be completed.***

A designated 'Teacher in Charge' will plan and coordinate each camp, excursion or activity.

In consultation with the teacher in charge, the principal is responsible for approving the activity or recommending the activity for approval. An activity will normally be approved with the following conditions:

- a) Activities are relevant to the classroom curriculum program.
- b) A risk assessment has been completed showing:
  - hazards pertaining to the excursion have been identified
  - the potential risks associated with the hazards have been assessed
  - ways of controlling the risks have been identified.
- c) Sufficient numbers of school staff or other approved persons are assigned to accompany each party of pupils to ensure proper and adequate supervision. The ratio of staff to students must reflect the nature of the risk involved. For example, more staff may be required for high-risk activities.
- d) All volunteers and contractors have undertaken an induction program through the school and have undergone and completed a satisfactory Working with Children Check and, if necessary, a National Police Record Check and are well known to the principal or a senior member of the staff.

- e) Parents/Guardians/Carers have been informed in writing of the details of the activity and of the arrangements made for the children.
- f) Where the children are required to leave school grounds, a written statement is required to be obtained from the parent/guardian/carer of each child granting permission for the child to participate in the activity and incorporating a statement of consent to medical treatment.
- g) The school authority or teachers are not required to meet any of the costs associated with the activity.
- h) Minimum staff-student and male-female ratios have been met for activity type.
- i) Satisfactory arrangements are made for those students not attending the excursion. This includes sufficient work and adequate supervision.
- j) Provision has been made for the consents and permissions to be kept secure by the teacher in charge while on the camp, excursion or activity and the school office has a list of all participants, including any known and declared medical conditions and/or medication requirements and a list of contact emergency numbers.
- k) The excursion group has access to a mobile phone or satellite for quick communication if an emergency develops. Mobile coverage is also considered when planning the activity.
- l) The excursion group has access to a first aid kit. First aid equipment appropriate to the excursion must be readily available at all times on the excursion. There are sufficient numbers of staff attending the activity who are trained and qualified in administering first-aid.
- m) The time taken for the activity does not exceed what is considered to be a reasonable amount of time away from the normal classroom program.
- n) The staff responsible for the organisation and supervision of the activity are aware of their legal responsibility on such excursions.
- o) Parents/guardians/carers have been notified in advance (Camps, two months' notice and excursions, four weeks' notice).
- p) Where the activity involves a camp, overnight excursion, high risk activity as determined by DOSCEL, interstate tour or overseas tour, applications must be submitted for consideration and approval by DOSCEL, using documentation determined by DOSCEL.
- q) Where two or more schools are involved in an activity, each school has applied for approval and, in the case of a joint activity, there should be one nominated teacher in charge for the activity.

### **3.3 Permission**

For students younger than 18 years, parent or guardian consent or permission is required. If a child is living independently of the parent or guardian, then contact should be made with the Executive Manager: Industrial Relations / Human Resources to determine if the student can sign enrolment forms and enter agreements with the school concerning medical

treatment, outdoor education activities (camps and excursions) and other matters for which the parent or guardian may be asked to give permission.

Students 18 years or older do not require parental permission or consent but must personally provide this permission.

Marist-Sion College must obtain written or electronic permission from parents or guardians for offsite school activities, including school camps, excursions.

The permission form needs to be descriptive and informative: the date and time of excursion, the name of the responsible teacher, the staff who will be attending, the number of students involved, mode of transport, the plan of activities, the aims of the day's activities, risks involved, emergency contact information, closest medical facility/hospital, time of departure and time of return. This information helps the parent or guardian make an informed decision, and the information needs to be provided in a language that the parent or guardian understands.

Ensure parents/guardians/carers are informed that students may be sent home from an excursion in the event of illness or serious misbehaviour and any costs relating to the student's return will be the parent or carer's responsibility.

Included on the permission form are the steps that will be followed when a student breaches any rules or in the event of serious illness. Parents or guardians need to agree and sign off that they are prepared to collect their child from any offsite activity when their child is involved in serious misbehaviour and any costs relating to the student's return will be the parent or guardian's responsibility.

The rules for offsite activities that have been implemented for the safety of all must be clearly and frequently articulated to all staff, students and parents or guardians. The explanation of rules and procedures need to be framed in such a way that students understand the consequences that will ensue when rules are breached by them.

### **3.4 Transport**

Where vehicles are used to transport people on an excursion, only drivers with licences appropriate to the type of vehicle can be used. Similarly, vehicles should be checked as to their condition. Vehicles should also be an appropriate mode of transport for the number and ages of people travelling, and for the type of journey and destination. Though Victorian law and transport regulations allow for a certain number of people to stand in buses, this practice may not be sound in a school excursion, particularly one involving young children. Instead, the school should hire buses with sufficient seats to cater for the number of people travelling. Where possible, the school should seek buses equipped with seat belts, given the extra safety these would provide.

While a supervising teacher cannot influence the skill of a bus driver, they can have some influence over the proper loading of the bus, plans as to where children should embark and disembark, and behaviour of students while on the bus.

Marist-Sion College must:

- not direct staff members to transport other staff, students, or equipment in their own private vehicle
- avoid use of private vehicles (including staff, volunteer workers, parents and guardians etc.) whenever possible.

Where transporting a small number of students to a school activity in a private vehicle is unavoidable the principal or approved delegate must ensure:

- private vehicles used have current and valid registration certificates
- the driver has a current and valid driver's licence
- compliance with child seat belt/restraint laws
- sighting of the vehicle's comprehensive insurance policy noting liability at law by way of damages of not less than \$20 million and the policy indemnifies DOSCEL
- that if the driver is a staff member they are a member of the supervising staff
- that if the driver is not a staff member, appropriate volunteer checks have been undertaken
- discussion in relation to reimbursement of travel expenses have been held
- parents/guardians are advised that their child will be transported in a private vehicle and by whom
- the school keeps accurate records of the students travelling in each vehicle, in case of an accident occurring.

### **3.5 Insurance**

Transport insurance should be arranged to cover accidents en route. Where teachers do use their own cars to transport students, they must ensure that their personal insurance cover is adequate; notes a liability at law by way of damages of not less than \$20 million; that the policy indemnifies DOSCEL; that the school administration is aware of the use of the car for school business; and that the car used is safe.

### **3.6 Supervision**

An important element in countering risks to students' health and safety on excursions is the provision of appropriate supervision. Schools will often engage volunteers to assist in excursions. It is important to realise that just as the school cannot delegate a duty of care to a teacher, it will be equally liable for any negligent acts or omissions of other supervising staff or volunteers.

All staff and volunteers who are involved in an excursion should be thoroughly briefed prior to the commencement of the excursion and responsibilities allocated (for example, a non-teaching staff member, parent, volunteer or external activity provider cannot supervise students/activities without a registered teacher present).

Roll calls **and** head counts are important elements of supervision, particularly with certain groups of students and in particular environments. There is always a risk of someone becoming detached from the group during an excursion by simply wandering off, lingering at an interesting attraction, or sustaining an injury, illness or other misfortune which detains them. This may expose a student to further risk of harm, whether they are lost or not. Frequent head counts **and** roll calls will quickly determine if someone is missing and/or in need of assistance, when time may be critical.

### **3.7 Risk Assessment**

Marist-Sion College will complete an assessment of the risks that may arise from any proposed excursion or camp well in advance. The assessment will cover any foreseeable hazards and risks, and set out the ways in which the risks will be managed (including the supervision arrangements). The risks involved and the control measures used will depend very much on the particular activity.

In any given bushfire location or season, extreme care must be given in all stages of planning for the camp or excursion. Consideration will be given to changing the venue or timing of the activity if there is risk of bushfire.

### **3.8 Student Activity Locator**

It is a requirement that all offsite activities are uploaded to the Student Activity Locator (SAL) which is available on the Catholic Education Victoria Network website ([CEVN](#)).

## **APPENDIX**

- [Day of Excursion Checklist](#)
- [Excursion Risk Register](#)



## Day of Excursion Checklist

- Collect First Aid Backpack from the Medical Office, including any Epipens, hypo kits and medication tubs
- Collect College Mobile(s) if applicable
- Check all staff are present and minimum ratio requirements are met as per the Excursion and Risk Assessment documentation
- As the Teacher in Charge, ensure all staff supervising on the Excursion are easily identifiable to the public and to students. This should include the Staff Lanyard with photo ID as a minimum
- Ensure all supervising staff are familiar with the Risk Assessment in the Excursion Folder
- Inform Student Attendance Officer of any student absences

## Child Safety Briefing

In the presence of all supervising staff, conduct a **Child Safety briefing**. The focus of this is on the **student's responsibilities and actions**. Supervising staff responsibilities are referenced in relevant College policies with specifics for this Excursion/Activity detailed in the Risk Assessment in the Excursion Folder.

In the **Child Safety Briefing the Teacher in Charge**, at a minimum, must cover:

- Self-protective measures**
  - Students are to follow ALL staff instructions; School policies stipulating behaviour expectations and consequences verbally reinforced
  - Students are to ask questions to clarify if you do not understand what the teacher/staff member has said
  - Students remain with their allocated school group at all times
  - Students supervised by College Staff at all times; student numbers confirmed at the start and conclusion of the Excursion, when arriving and before departing any venue and regularly throughout the Excursion/Activity
  - If needing to go to the bathroom, students are to tell a College Staff member first. Students are to go the bathroom in minimum of pairs
  - Students are advised not to give out personal information (e.g. Mobile Phone numbers, Social Media accounts, address etc.)
  - Carry the School Mobile phone number and College Reception number (written or saved) on your persons
- Student becomes lost or missing**
  - Student is to call the School Mobile phone(s) number and/or College Reception (if applicable)
  - *Please read the Risk Assessment (Existing Controls and Treatment) in the Excursion Folder for any details and measures specific to this Excursion/Activity. Inform students of any additional information/guidance in this briefing*

**Student experiences a violence issue**

- Students are briefed that if a violence issue occurs involving a member of the public or person known to them, they are to immediately inform the nearest College Staff member
- The student group, under the supervision of College Staff, will make their way to a nearby safe location
- *Please read the Risk Assessment (Existing Controls and Treatment) in the Excursion Folder for any details and measures specific to this Excursion/Activity. Inform students of any additional information/guidance in this briefing*

**Stranger Danger**

- Students advised to be aware of strangers (members of the public they do not know)
- If feeling uncomfortable at any time, advise students to notify the nearest College staff member immediately
- Students are advised not to give out personal information (e.g. Mobile Phone numbers, Social Media accounts, address etc.)

**OH&S**

- *Refer to Risk Assessment in the Excursion Folder for requirements specific to the activities and nature of your Excursion. Points to re-iterate and check with students and staff include SunSmart, protective clothing including footwear, bags etc.*

**Emergency procedures (may include on Public Transport, Evacuation, critical incident)**

- Reiterate to students that College staff will be supervising them at all times. It is students' responsibility to remain with the group and follow ALL staff instructions
- Where a credible threat is determined by College or venue/program staff, students and staff will lock down and/or evacuate as per the procedures outlined by College staff and/or as outlined by venue/program at the commencing of the excursion/activity

**Questions**

- Provide opportunity for students to ask any clarifying questions about anything covered in this Child Safety Briefing and about the Excursion/Activity

**Teacher in charge** – please print name and sign to acknowledge the above tasks have been completed. Once signed, place in Excursion Folder.

Name and signature.....

Date .....

# Marist Sion College – Excursion Risk<sup>9</sup> Register

Name of program/activity/camp/excursion:		Date(s):	
Location:		Class/Year level:	
Teacher in Charge Name:		Number of students:	
Other supervising staff/teachers names:		Number of staff:	
Risk register prepared by:		Date prepared:	
Risk register reviewed by:	Lisa Harkin	Date reviewed:	
Purpose and educational aim of program/activity/camp/excursion:			

**Acceptable level of residual risk:** An acceptable level of risk exists when the educational outcomes expected to be achieved in undertaking an activity justify doing the activity given the level of risk. The residual risk is the level of risk remaining after the controls have been put in place.

To safely conduct the activity, do you need to consider the following? **Y**= Yes, **N**=No, **N/A** = Not Applicable

Students	Weather/Heat Safety	Equipment
Age & maturity level	Adequate shade/shelter available	Equipment is appropriate and in good order
Skill level appropriate for activity	Adequate access to water	Padding & protective equipment utilised (if reqd.)
Special needs considered (including disabilities)	Suitable clothing for participants (e.g. Sun smart)	
High risk behaviours	Relevant weather authority reviewed (e.g. Bureau of Meteorology website <a href="http://www.bom.gov.au">www.bom.gov.au</a> )	
Existing medical conditions identified	Management	Location & Facilities
Culturally/Linguistic diverse backgrounds	School consent/activity form completed	The safety of environment/space/surface
Cultural safety of Aboriginal students	Informed consent letter & permission slips	Adequate space & defined boundaries
	Medical details taken	Risk of bushfire
<b>What will students be doing?</b>	First Aid	Risk of flooding
Sport – running, jumping, throwing etc.	Identified leader – experienced & qualified	Risk of Earthquake
Outdoors – walking, hiking, swimming etc.	Additional supervision	
Indoors – cooking, chemicals, workshop etc.	Communication procedures established	
High Risk Activities	Implications of off-campus travel	

RISK DESCRIPTION	EXISTING CONTROLS	RATING			TREATMENT
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood <i>(What is the likelihood if you are satisfied with existing controls?)</i>	For those risks requiring treatment in addition to the existing controls. List:  What will be done? Who will do it? When will it be done?
<p><b><u>Child Protection</u></b></p> <p><i>Sexual abuse</i> <i>Child abuse &amp; harm</i> <i>Physical/Online environments</i> <i>Psychological abuse</i></p> <p><i>Bullying</i></p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">DOSCEL - Commitment Statement to Child Safety</a></li> <li>• <a href="#">MSCW Child Safety and Wellbeing</a></li> <li>• <a href="#">Mandatory Reporting</a></li> <li>• <a href="#">Protection of Children-Failure to Disclose</a></li> <li>• <a href="#">Protection of Children-Failure to Protect</a></li> <li>• <a href="#">Protection of Children-Anti-Grooming</a></li> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">Off-site Supervision of Students</a></li> </ul> <ul style="list-style-type: none"> <li>• All MSCW Staff have either VIT Registration or a WWC Check.</li> <li>• All staff must comply with the Child Safety Policy, Code of Conduct and Professional Boundaries Policy.</li> <li>• MSCW Staff participate in a compulsory annual child safety session.</li> <li>• MSCW Staff participate in compulsory annual Mandatory Reporting Training.</li> </ul>	Satisfactory	Moderate	Rare	<ul style="list-style-type: none"> <li>• Contact the Principal, Deputy Principal-Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>• Mandatory reporting rules apply.</li> <li>• If a Student needs to go to Hospital an MSCW Staff member of the same sex would accompany them and remain with them until a parent arrives.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> <li>• MSCW First Aid Kit will be available to staff.</li> <li>• All staff will have access to telephones.</li> </ul>

	<ul style="list-style-type: none"> <li>• External providers are required to have a WWC Check or VIT Registration.</li> <li>• Appropriate Teacher to student ratios are maintained.</li> <li>• Students are actively supervised.</li> <li>• Student to student interactions are monitored by staff.</li> <li>• Students are not allowed to leave the venue.</li> <li>• Students must ask the permission of staff if they wish to go to the toilet. Access to toilet facilities will be supervised by staff as professionally appropriate to Child Safe Standards and expectations.</li> <li>• Student access to change rooms will be supervised by staff as professionally appropriate to Child Safe Standards and expectations</li> <li>• Student to external provider interactions are monitored by MSCW Staff.</li> <li>• Students briefed on awareness of strangers.</li> <li>• The MSCW Child Protection Officers are available 24/7 to provide advice to staff. (Lisa Harkin, all Deputy Principals)</li> <li>• Most MSCW Staff have current first aid qualifications.</li> <li>• MSCW has a First Aid Officer on duty during school hours.</li> <li>• A College First Aid Kit will be accessible.</li> <li>• MSCW Staff will have access to telephones</li> <li>• Detailed records of all injuries are kept in line with MSCW &amp; DOSCEL protocols.</li> </ul>	11			
--	--	----	--	--	--

	<ul style="list-style-type: none"> <li>MSCW Staff will wear Staff Lanyards, with a Photo ID attached, and Name Badges at all times.</li> </ul>	12			
<p><b>Students requiring extra support</b></p> <p>PLP STAR (Safety Plans) Intensive Support Aboriginal/Torres Strait Islander Students</p> <p>Insert the number of students requiring support, and a brief description of the support required. No student names required.</p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li><a href="#">Duty of Care</a></li> <li><a href="#">Off-site Supervision of Students</a></li> <li><a href="#">On-Site Supervision of Students</a></li> <li><a href="#">First Aid</a></li> <li><a href="#">Privacy</a></li> <li><a href="#">Critical Incident Management</a></li> <li><a href="#">Healthcare Needs</a></li> </ul> <ul style="list-style-type: none"> <li>Teacher in Charge to consult with Deputy Principal- Wellbeing Partnerships &amp; Safety, for direction on appropriate MSCW Staff member to consult with for guidance around student needing extra support.</li> <li>Teacher in Charge will ensure the activity is culturally appropriate and inclusive of Aboriginal/Torres Strait Islander students.</li> <li>Parents have completed comprehensive medical forms via the SIMON Parent Access Module. (These forms also include social, emotional and mental health conditions) This information is accessible to MSCW Wellbeing Staff.</li> <li>Medical management plans will be followed during activity.</li> <li>Students are actively supervised at all times during activity.</li> </ul>	Satisfactory	Moderate	Possible	<ul style="list-style-type: none"> <li>Teacher in Charge, Wellbeing Staff to assess situation and apply first aid.</li> <li>Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> <li>Privacy will be protected.</li> <li>All incidents are recorded in line with MSCW protocols.</li> <li>MSCW Staff have access to telephones.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students are briefed so that they feel informed.</li> <li>• Families are sent detailed information on what the activity is about, so they are informed, and can discuss details with their child.</li> <li>• MSCW Learning Adjustment Leader (Peter Coghlan) will be consulted regarding students with additional needs, and the supports to be put in place for them on the activity.</li> <li>• Alternative activities will be available for a student if they can't participate.</li> <li>• In some cases, a Learning Support Officer or member of Wellbeing Staff may be assigned to a student to provide support.</li> <li>• MSCW Staff will monitor students for signs of distress.</li> <li>• Most MSCW Staff are trained in First Aid.</li> <li>• Privacy will be protected.</li> <li>• Detailed records of all injuries or illnesses are kept in line with MSCW protocols.</li> <li>• MSCW Staff will wear Staff Lanyards, with Photo ID, and Name Badges at all times, so they are easily identifiable.</li> </ul>	13			
<p><b><u>Consent obtained to participate in the activity</u></b></p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">On-site Supervision of Students</a></li> <li>• Parents receive notification of the activity via the SIMON Parent Access Module (PAM). The notification provides</li> </ul>	Satisfactory	Low	Rare	<ul style="list-style-type: none"> <li>• The Teacher in Charge will contact parents whose child/children have not returned consent forms.</li> <li>• Teacher in charge will do a Child Safety Briefing with their students and supervising staff before departure.</li> <li>• In the event that a student does not have consent, and cannot attend excursion,</li> </ul>

<p><b><u>Pre-briefing of students</u></b></p>	<p>sufficient detail to allow parents to make informed consent.</p> <ul style="list-style-type: none"> <li>• Parents' consent electronically.</li> <li>• Staff are aware of which students have parental permission prior to the day of the event.</li> <li>• Staff will ensure that students have an excellent understanding of the excursion itinerary, and excursion rules.</li> <li>• Teacher in Charge will conduct a Child Safety Briefing, as per <a href="#">Excursion Checklist</a>, prior to departure for all staff and students present.</li> <li>• Prior to departure, the Teacher in Charge will ensure all students and staff have the College Mobile Phone number, to use if they are lost, or if there is an emergency.</li> </ul>	<p>14</p>			<p>an alternate activity/arrangement must be in place at MSCW.</p>
<p><b><u>Attendance Register</u></b></p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care Policy</a></li> <li>• <a href="#">On-Site Supervision of Students</a></li> <li>• Only students with parental permission (given on PAM) are allowed to attend this activity.</li> <li>• Students who do not have informed consent from their parent or carer will not be allowed to participate.</li> <li>• An accurate roll call will be taken by Teacher in Charge of all students in attendance. This must be submitted electronically on SIMON before departure from the school.</li> </ul>	<p><i>Satisfactory</i></p>	<p><i>Moderate</i></p>	<p><i>Likely</i></p>	<ul style="list-style-type: none"> <li>• Parent/Guardian permission must be collected on PAM. <u>No text, verbal or email consent will be accepted.</u></li> <li>• <u>Attendance must be taken via laptop, or Excursion iPad.</u></li> <li>• Attendance register must be submitted electronically for digital records to be updated.</li> </ul>

<p><b><u>Student Collection</u></b></p>	<ul style="list-style-type: none"> <li>• Parents/guardians will be provided with information for the return and departure times.</li> <li>• If returning to the College after school hours, the Teacher in Charge must ensure all students are signed out by a Parent/Guardian, before student can depart from the College grounds.</li> <li>• Parents/guardian will be provided with an emergency contact number to call in the event of an emergency.</li> </ul>	<p>15</p> <p><i>Satisfactory</i></p>	<p><i>Moderate</i></p>	<p><i>Unlikely</i></p>	<ul style="list-style-type: none"> <li>• The Teacher in Charge will contact parents/guardians.</li> <li>• The Teacher in Charge will contact the Principal if necessary.</li> </ul>
<p><b><u>Transport</u></b></p> <p><b><u>Insert type of transport you are using. If you are walking to the venue, include the things you will do to supervise students along the way, to ensure safety.</u></b></p> <p><i>Collision with other vehicle or stationary object, vehicle runs off road or bogged on roadside, sudden stopping or swerving, injury from falling over whilst vehicle is moving, injury from falling object.</i></p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">DOSCEL Slips &amp; Trips Guidelines</a></li> <li>• Brief students on behavioural expectation, vehicle travel safety and emergency procedures before departure.</li> <li>• Students required to wear fitted seat belts at all times and remaining seated when vehicle is in motion.</li> <li>• Ensure students enter &amp; exit vehicle safely.</li> <li>• All personal possessions are stowed correctly in overhead compartment.</li> <li>• Face Masks &amp; Hand Sanitiser available for all students and staff to wear in the vehicle.</li> <li>• MSCW Staff will wear Staff Lanyards, with Photo ID, and Name Badges at all times, so they are easily identifiable.</li> </ul>	<p><i>Satisfactory</i></p>	<p><i>Catastrophic</i></p>	<p><i>Unlikely</i></p>	<ul style="list-style-type: none"> <li>• First Aid kit with group.</li> <li>• Teacher in Charge to contact school if/when deemed necessary.</li> <li>• Teacher in Charge to contact 000 if/when deemed necessary.</li> <li>• Staff will hold copies of the Emergency Contact list for all participants.</li> <li>• Teacher will contact emergency contact of student, when required in the event of an accident.</li> </ul>

<p><b><u>Travel Sickness</u></b></p>	<ul style="list-style-type: none"> <li>• Emesis bags (vomit bags) will be carried with staff at all times.</li> <li>• Students with known travel sickness will sit in appropriate positions (facing forward etc.)</li> <li>• Students are advised to alert teachers should they feel nauseous.</li> </ul>	<p style="text-align: center;">16</p> <p style="text-align: center;"><i>Satisfactory</i></p>	<p style="text-align: center;"><i>Low</i></p>	<p style="text-align: center;"><i>Possible</i></p>	<ul style="list-style-type: none"> <li>• Staff to provide basic management to preserve student privacy, and to exit vehicle when possible.</li> <li>• Staff and student to exit vehicle at next safest possible convenience when en-route, if required.</li> </ul>
<p><b><u>Medical Conditions</u></b></p> <p>A pre-existing medical condition results in injury or illness during activity.</p>	<p>The following policies apply</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">On-site supervision of Students</a></li> <li>• <a href="#">First Aid</a></li> <li>• <a href="#">Anaphylaxis Management</a></li> <li>• <a href="#">Privacy</a></li> <li>• <a href="#">Health Care Needs</a></li> <li>• <a href="#">Critical Incident Management</a></li> </ul> <ul style="list-style-type: none"> <li>• Parents have completed comprehensive medical forms via the SIMON Parent Access Module (These forms include dietary requirements)</li> <li>• MSCW Teachers and can access student medical records and personal information in Excursion Booklet, with First Aid Backpack.</li> <li>• Prior to the excursion, the MSCW First Aid Officer will brief staff about student medicals and any adjustments/alterations to the itinerary for individual students.</li> <li>• Students with serious medical issues are flagged with the Teacher in Charge.</li> <li>• MSCW Teachers are expected to make themselves aware of the management plans for students in their classes with serious medical conditions.</li> </ul>	<p style="text-align: center;"><i>Satisfactory</i></p>	<p style="text-align: center;"><i>Catastrophic</i></p>	<p style="text-align: center;"><i>Unlikely</i></p>	<ul style="list-style-type: none"> <li>• Apply first aid.</li> <li>• Contact the Campus First Aid Officer.</li> <li>• Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>• Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> <li>• First Aid Kit also has spare EpiPen, and Asthma Reliever.</li> <li>• MSCW Staff have access to telephones.</li> </ul>

	<ul style="list-style-type: none"> <li>• When teachers are absent they are required to leave information for the replacement teacher about the management plans for students in their classes with serious medical conditions.</li> <li>• Medical management plans will be followed.</li> <li>• Students will be given the opportunity to drink water.</li> <li>• Students who are unwell will be able to sit out of the activity and rest.</li> <li>• Most MSCW Staff have current first aid qualifications.</li> <li>• MSCW has a First Aid Officer on duty during school hours, who are also contactable when off site.</li> <li>• A College First Aid Kit will be accessible to all MSCW staff.</li> <li>• MSCW Staff will have access to telephones</li> <li>• Detailed records of all injuries are kept in line with MSCW protocols.</li> <li>• Details of any medication which is administered will be recorded in line with MSCW protocols.</li> </ul>	17			
<p><b><u>Dietary Requirements</u></b> Allergies/Intolerances</p>	<p>The following policies apply</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">First Aid</a></li> <li>• <a href="#">Anaphylaxis Management</a></li> <li>• <a href="#">Privacy</a></li> <li>• <a href="#">Health Care Needs</a></li> <li>• <a href="#">Critical Incident Management</a></li> </ul> <ul style="list-style-type: none"> <li>• Each staff member holds a copy of individual student</li> </ul>	Satisfactory	Catastrophic	Unlikely	<ul style="list-style-type: none"> <li>• Apply first aid.</li> <li>• Contact the Campus First Aid Officer.</li> <li>• Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> </ul>

	<p>Anaphylaxis management Plan at all times.</p> <ul style="list-style-type: none"> <li>• Student medication checked and is included in MSCW First Aid Backpack prior to excursion commencing.</li> <li>• Students will be reminded to take their medication.</li> <li>• <b>Insert whether the students are to bring their own food, or if food will be provided.</b></li> <li>• Staff will be aware of any staff or students with food allergies.</li> </ul>	18			<ul style="list-style-type: none"> <li>• Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> </ul>
<b><u>Missing Student</u></b>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">On-site Supervision of Students</a></li> <li>• <a href="#">Critical Incident Management</a></li> <li>• Students will be briefed on behavioural expectations. Students are not allowed to leave the venue.</li> <li>• Students must ask permission of staff to go to the toilet.</li> <li>• Students are actively supervised.</li> <li>• Student attendance will be checked at the beginning and end of the session.</li> <li>• MSCW Staff will have access to telephones.</li> </ul>	<i>Satisfactory</i>	<i>Minor</i>	<i>Unlikely</i>	<ul style="list-style-type: none"> <li>• MSCW Staff will search the area to locate student/notify venue staff. (Remaining students will be supervised in one area while the search takes place.)</li> <li>• Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Principal, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> </ul>
<p><b><u>Public Toilet Usage</u></b></p> <p>Students are approached by strangers</p> <p>Student is injured in public toilet facility</p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">Off-site supervision of Students</a></li> <li>• <a href="#">First Aid</a></li> <li>• <a href="#">Privacy</a></li> <li>• Students are briefed on awareness of Strangers.</li> </ul>	<i>Satisfactory</i>	<i>Moderate</i>	<i>Rare</i>	<ul style="list-style-type: none"> <li>• Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>• Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will</li> </ul>

	<ul style="list-style-type: none"> <li>• Students must ask the permission of MSCW staff if they wish to go to the toilet.</li> <li>• Students must go to the toilets or change rooms in pairs.</li> <li>• Access to toilet facilities will be supervised by staff as professionally appropriate to Child Safe Standards and expectations.</li> <li>• Students will be reminded to practice effective hygiene (wash hands) and be careful of water on the floor.</li> <li>• Students will be instructed to inform MSCW Staff if they notice any hazards in the toilets.</li> <li>• Most MSCW Staff have first aid qualifications.</li> <li>• MSCW Staff will carry a College mobile telephone.</li> <li>• A College First Aid Kit will be taken to the venue.</li> <li>• Detailed records of all injuries and incidents are kept in line with MSCW protocols.</li> <li>• Details of any medication which is administered will be recorded in line with MSCW protocols.</li> </ul>	19			<p>accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</p>
<p><b><u>Environmental Hazards</u></b>  <b><u>Exposure to elements.</u></b>  Adverse weather (sun and heat or cold) causing:  Dehydration</p>	<ul style="list-style-type: none"> <li>• Students will be encouraged to drink water regularly.</li> <li>• Water bottles filled before departure.</li> <li>• Detailed list with appropriate clothing requirements, provided to students.</li> <li>• Sunscreen and water in First Aid Kit.</li> </ul>	Satisfactory	Moderate	Unlikely	<ul style="list-style-type: none"> <li>• Staff will apply first aid for mild dehydration and sunburn.</li> <li>• In the case of severe dehydration and severe sunburn staff will contact 000.</li> </ul>



	<ul style="list-style-type: none"> <li>The Teacher in Charge will ascertain if parents agree on student's mode of transport.</li> <li>The returning student's parents will collect them from the site. If not, two emergency staff members from school will drive to meet student, and supervise their travel home.</li> </ul>	21			<ul style="list-style-type: none"> <li>A member of staff will remain with the student until the parent has collected their child.</li> </ul>
<b><u>Student Behaviour</u></b>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li><a href="#">Duty of Care</a></li> <li><a href="#">On-site Supervision of Students</a></li> <li><a href="#">Behaviour Management</a></li> </ul> <ul style="list-style-type: none"> <li>Students will be briefed on the behaviour expected, according to school policies, excursion guidelines and type of activities anticipated, PRIOR to the commencement of the excursion.</li> <li>Staff will supervise, monitor and identify student behaviour.</li> <li>Staff will try to prevent any disruptive behaviour before it occurs.</li> <li>Staff will attempt to resolve any behavioural issues or inappropriate conduct.</li> <li>Some students may be accompanied by Learning Support Officers.</li> <li>Student behaviour will be recorded on SIMON.</li> <li>MSCW Staff will have access to telephones.</li> <li>Staff will notify Deputy Principal- Wellbeing Partnerships &amp; Safety / Principal of all issues as they progress.</li> </ul>	<i>Satisfactory</i>	<i>Minor</i>	<i>Unlikely</i>	<ul style="list-style-type: none"> <li>Staff will attempt to resolve any behavioural issues or inappropriate conduct of students</li> <li>Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Head of House, Emergency Services and Parents where appropriate.</li> <li>A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>The Deputy Principal will contact the DOSCEL School Leadership Consultant.</li> <li>Privacy will be protected.</li> <li>All incidents are recorded in line with MSCW protocols.</li> <li>Teacher in Charge will have a phone, or be provided with a School Phone prior to departure.</li> </ul>

<p><b><u>Breach of Behavioural Contract</u></b></p>	<ul style="list-style-type: none"> <li>Parents/guardians agree, via the consent form, to collect their child in breach of behavioural contract</li> <li>A member of staff will remain with the student until the parent has collected their child.</li> </ul>				<ul style="list-style-type: none"> <li>A parent/guardian will be contacted and asked to collect student in the event an issue cannot be resolved</li> </ul>
<p><b><u>Activities to be Undertaken.</u></b></p> <p><b>Insert all the activities students will be doing during the Excursion.</b></p> <p><b>Example:</b> Bus travel Workshop City exploration</p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li><a href="#">Duty of Care</a></li> <li><a href="#">On-site supervision of Students</a></li> <li><a href="#">First Aid</a></li> <li><a href="#">Privacy</a></li> <li><a href="#">Critical Incident Management</a></li> </ul> <p>Please insert Itinerary</p> <p><b>EXAMPLE ITINERARY:</b> 8.30am - Depart college 9.20am - Arrive at venue 9.30am - 3.30pm - Workshop 3.35pm - Depart venue 4.30pm - Arrival back at college for collection</p> <ul style="list-style-type: none"> <li>Students are briefed on the itinerary for Excursion they'll be attending, including behavioural expectations.</li> <li>Students will be advised to enter and exit vehicles in a safe manner.</li> <li>Students will ensure they move throughout the venue safely, reporting to a teacher in charge if they are injured or need assistance.</li> <li>Students will go to the bathroom in pairs, letting a</li> </ul>	Satisfactory	Catastrophic	Unlikely	<ul style="list-style-type: none"> <li>Apply first aid.</li> <li>Contact the Campus First Aid Officer.</li> <li>Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> </ul>

	teacher know where they are going.	23			
<p><b><u>Environmental Hazards Exposure to elements.</u></b></p> <p>Weather Dehydration Heat Stroke Heat Exhaustion Hypothermia Sunburn Lightning</p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">On-site supervision of Students</a></li> <li>• <a href="#">First Aid</a></li> <li>• <a href="#">Privacy</a></li> <li>• <a href="#">Critical Incident Management</a></li> </ul> <ul style="list-style-type: none"> <li>• MSCW will monitor the BOM weather forecast in the lead up to the activity and plan accordingly if severe weather is predicted.</li> <li>• Students are encouraged to bring water bottles.</li> <li>• MSCW Staff will ensure students are “SunSmart” when outdoors. (Use sunscreen and stay out of the sun as much as possible.)</li> <li>• If lightning occurs outdoor activity will be suspended, and all students and staff will move inside a building until 30 minutes after the last strike.</li> <li>• If extreme weather occurs during the activity and it becomes unsafe to continue, the activity will be cancelled.</li> <li>• Most MSCW Staff have current first aid qualifications.</li> <li>• MSCW has a First Aid Officer on duty during school hours, who are also contactable when off site.</li> <li>• A College First Aid Kit will be accessible.</li> <li>• MSCW Staff will have access to telephones</li> </ul>	Satisfactory	Moderate	Unlikely	<ul style="list-style-type: none"> <li>• Apply first aid.</li> <li>• Contact the Campus First Aid Officer.</li> <li>• Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>• A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>• The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>• Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> </ul>

	<ul style="list-style-type: none"> <li>Detailed records of all injuries are kept in line with MSCW protocols.</li> </ul>	24			
<p><b><u>Venue:</u></b></p> <p>General hazards</p> <p>Emergency evacuation or lockdown at the venue</p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li><a href="#">Duty of Care</a></li> <li><a href="#">On-site supervision of Students</a></li> <li><a href="#">First Aid</a></li> <li><a href="#">Privacy</a></li> <li><a href="#">Critical Incident Management</a></li> </ul> <ul style="list-style-type: none"> <li>All MSCW Staff undertake compulsory Emergency Management and Warden training annually.</li> <li>Emergency Management Drills are conducted regularly.</li> <li>The number of Staff and Students at any venues visited, will be within the approved limit.</li> <li>Students and visitors will follow the directions of MSCW Staff in an emergency.</li> <li>If MSCW group is visiting an external venue, Students and staff will follow the directions of Venue Staff in an emergency.</li> <li>Prior to departure, Teacher in Charge will be familiar with Emergency Management Plan of the venue they are visiting.</li> <li>Most MSCW Staff have current first aid qualifications.</li> <li>MSCW has a First Aid Officer on duty during school hours, who are also contactable when off site.</li> <li>A College First Aid Kit will be accessible.</li> </ul>	<i>Satisfactory</i>	<i>Moderate</i>	<i>Unlikely</i>	<ul style="list-style-type: none"> <li>Apply first aid.</li> <li>Contact the Campus First Aid Officer.</li> <li>Contact the Deputy Principal- Wellbeing Partnerships &amp; Safety, Emergency Services and Parents where appropriate.</li> <li>A Copy of the Emergency Contact list for all participants (Staff and Students) will be accessible during the excursion.</li> <li>The Deputy Principal will contact the DOSCEL School Leadership Consultant</li> <li>Ambulance Travel -If a student is required to be transported to hospital by ambulance, a registered teacher will accompany the student to hospital. The teacher will remain at the hospital with the student until hand over to the parents is completed.</li> <li>Privacy will be protected.</li> <li>All incidents are recorded in line with MSCW protocols.</li> </ul>

	<ul style="list-style-type: none"> <li>• MSCW Staff will have access to telephones.</li> <li>• Detailed records of all injuries are kept in line with MSCW protocols.</li> </ul>	25			
<p><b><u>Covid Safe Measures</u></b></p>	<p>The following policies apply:</p> <ul style="list-style-type: none"> <li>• <a href="#">Duty of Care</a></li> <li>• <a href="#">Health, Safety &amp; Wellbeing</a></li> <li>• <a href="#">On-site Supervision of Students</a></li> <li>• <a href="#">Critical Incident Management</a></li> </ul> <ul style="list-style-type: none"> <li>• MSCW has a COVID-19 Safety Management Plan in place which is consistent with current Department of Health and DOSCEL Guidelines.</li> <li>• Staff and external providers will role model COVID-19 Safe Practices (In particular Mask wearing, Physical distancing and Hand hygiene in line with current Department of Health and DOSCEL Guidelines.)</li> <li>• Students encouraged to use hand sanitiser stations at any venues they visit.</li> <li>• MSCW Staff will carry spare masks with First Aid Backpack, for anyone who requires one.</li> <li>• MSCW Staff will have access to telephones.</li> <li>• Students and staff encouraged to undertake RAT test the day before, or on the day of, excursion. If anyone is ill, or has Covid symptoms, they are not to attend event.</li> <li>• Windows of vehicles open to encourage air flow.</li> </ul>	Satisfactory	Moderate	Possible	<ul style="list-style-type: none"> <li>• Students who are unwell or experiencing even mild symptoms of COVID 19 must not attend this activity.</li> <li>• Students will adhere to COVID 19 guidelines:</li> <li>• Wearing a face mask where required.</li> <li>• Practicing good hygiene such as regularly washing hands and coughing or sneezing into the elbow or a tissue.</li> <li>• Keeping 1.5m distance where, possible.</li> <li>• If a student/staff becomes unwell during the excursion, First Aid and medical assistance will be provided, and a mask applied to the unwell person.</li> <li>• In the event of illness, an immediate member of the family must collect the unwell student or staff member. Another member of staff cannot be asked to collect someone who is unwell.</li> <li>• Any breaches of COVID-19 Safety will immediately be reported to the Deputy Principal- Wellbeing Partnerships &amp; Safety.</li> <li>• MSCW has procedures in place for managing suspected cases of COVID-19.</li> <li>• Privacy will be protected.</li> <li>• All incidents are recorded in line with MSCW protocols.</li> </ul>

	<ul style="list-style-type: none"><li>• Students to adhere to each venue's Covid Safe plans and measures that are in place.</li></ul>	26			
--	---	----	--	--	--

**Signed:**

**Teacher in Charge:** **Insert your name here**

**Signed:**

**Principal: Lisa Harkin**

## Risk Assessment Calculator

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

		Impact				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		Minor injuries or discomfort. No medical treatment or measureable physical effects.	Injuries or illness requiring medical treatment. Temporary impairment.	Injuries or illness requiring hospital admission.	Injury or illness resulting in permanent impairment.	Fatality
Almost certain	Expected to occur regularly under normal circumstances (e.g. >90% chance)	Medium	Medium	High	Very High	Very High
Likely	Expected to occur at some time (e.g. Between 50% and 90% chance)	Low	Medium	High	Very High	Very High
Possible	May occur at some time (e.g. Between 10% and 50% chance)	Low	Medium	Medium	High	Very High
Unlikely	Not likely to occur in normal circumstances (e.g. Between 3% and 10% chance)	Low	Low	Medium	Medium	High
Rare	Could happen but probably never will (e.g. < 3% chance)	Low	Low	Low	Medium	High