



## Offsite Activity Policy

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### Rationale

At Our Lady of Good Counsel we offer many opportunities for students to further their learning and social skills development in a non-school setting. Student and staff wellbeing is paramount in all activities organised by the school. This policy has been developed to ensure the safety and wellbeing of all students, staff and assisting adults involved in offsite activities including: excursions, retreats, camps and sporting events.

### Aims

- \* To reinforce, complement and extend learning opportunities beyond the classroom.
- \* To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.

### Implementation

Offsite activities need to have a clear educational purpose. Ideally, they should be directly related to curriculum and should be part of planned units of work. This assumes both preparation and follow-up in class time.

### *Principal*

1. Responsible for the approval of all offsite activities.
2. Ensure the planning and approval process is undertaken.

### *Staff*

Are responsible for organising the offsite activities ensuring the planning and approval process is undertaken.

1. A designated 'Teacher in Charge' will coordinate each activity.
2. The teacher in charge will submit the completed Offsite Activity Plan and Checklist to the Principal, for approval.
3. The offsite activity must operate within the designated budget.
4. Details of the offsite activity will be organised and communicated to parents as early as possible before the date and parents will have provided to the school a signed permission /medical information form
5. All buses organised are fitted with seat belts.

6. The appropriate forms must be completed for students to be transported to a venue by private vehicle, including drivers' license, car registration and comprehensive insurance of vehicle. That there is adequate supervision of students. The degree of supervision will depend upon:
  - \* the age of the students;
  - \* the capabilities of the students, physically and intellectually;
  - \* the nature of the activity; (Appendix 2)
7. Staff members' supervision/yard duty responsibilities will be changed if necessary, prior to the offsite activity.
8. The teacher in charge will be responsible for collecting the first-aid kit and ensuring essential medical supplies are in the first aid kits.
9. Teachers will collect and record any medication taken on an offsite activity (EpiPens, Ventolin, medication etc.) Medication must be returned at the end of the activity and signed in.
10. A briefing for all teachers and supervising adults will occur before the event outlining activities, risk management and procedures.
11. In the event of a necessary change in plans during an offsite activity the teacher in charge will notify the school office staff who will make any relevant necessary arrangements
12. A list of student details including emergency contacts, will be carried by staff at all times.
13. Teachers are to promptly inform the Principal after a student has been involved in an accident or if any other serious incidence occurs.
14. Teachers will keep a record, signed by the relevant parent of any child who leaves an activity early prior to returning to school with the group.

#### *Parents*

1. Ensure they are aware of the details of the offsite activity.
2. Provide updated contact and medical information form.

#### *Adult Supervisors*

1. Must have a 'Working with Children's Check', and a signed volunteer's code of conduct.
2. Attend a briefing before the event outlining activities, risk management and procedures.
3. Supervise students with vigilance and follow the directions of the teacher in charge.
4. Adult supervisors are not permitted to bring pre-school or other children to the activity.
5. Adult supervisors are not to supply students with 'treats' drinks, lollies etc.
6. Promptly inform the teacher after a student has been involved in an accident or if any other serious incidence occurs.

#### **Evaluation**

This policy will be reviewed as part of the school's Review cycle or when necessary to comply with regulations. Last reviewed Feb 2017.