

OUTINGS, CAMPS AND EVENTS POLICY



PURPOSE

Newmark Primary (the school) offers a range of outings, camps and events for students as an integral part of the wellbeing program and learning experience. The Outings, Camps and Events Policy sets out the principles and framework governing the school's approach to these activities. The policy, together with the supporting documents, should be read and understood by all those planning, leading and participating in such activities.

PRINCIPLES

- Outings, camps and events arranged by the school are designed to develop character, strengthen community connectedness, and improve wellbeing. The school believes that these experiences supplement, enrich and extend students' learning and development.
- The school is committed to ensuring the outings, camps and events are inclusive; the school ensures such experiences will increase a sense of belonging for all students, including those from differing economic, cultural, religious and linguistic backgrounds.
- The school endeavours to maintain a reasonable balance in the outings, camps and events it offers to students, bearing in mind the potential impact of such experiences on learning, on the school's and parents' financial outlay and on the additional contributions made by staff.
- All outings, camps and events are age-appropriate.

AIMS

- To set out the framework within which outings, camps and events are conducted

LEGAL AND REGULATORY BASIS FOR COMPLIANCE

- Duty of Care
- Education and Training Reform Act 2006
- Education and Training Regulations 2017
- VRQA Minimum Standards: mandated registration requirements
- Child Safe Standards legislation
 - Child Wellbeing and Safety Act (Vic)
 - Ministerial Order 1359 Jan 2022 (Vic)
 - Crimes Act 1958 (amended) (Vic)
 - Betrayal of Trust Report 2014 (Vic)
 - Working With Children Act 2005 (Vic)
 - Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic).
- Equal Opportunity legislation
 - Equal Opportunity Act 2010 (Vic)
 - Disability Discrimination Act 1992 (Cwlth)
 - Disability Standards for Education 2005 (Cwlth).

KEY DEFINITIONS

Outings: These are activities that require the students to travel (either by foot or transport) off the school campus to another location (eg. walking to the local library, going to the zoo, going to visit an activator or audience for a project). This does not include going to the park to play at recess and at lunch.

Camps: These are activities that require the students to stay one or more nights at a location (eg. hard-top camps, journey-based camps, single night sleepovers at school or another organisation such as Scienceworks).

Events: These are activities that are sanctioned by the school, and are held outside of regular school hours with students involvement (eg. School Disco, Tink and Tour Days, Community Days, Windows, Year 6 Graduation).

Duty of Care: The school has a duty of care to ensure the safety and wellbeing of students. In discharging this duty, principals, teachers and other school staff are held to a high standard of care regarding their students. The duty requires the principal and teachers to take all reasonable steps to reduce the risk of harm to students wherever and whenever the student is in the care of the school.

It is reasonable to assert that the duty of care expected of teachers on outings exceeds that of the comparatively safe, predictable and familiar school environment.

The duty is non-delegable, meaning that it cannot be assigned to another party.

Regulatory Requirements: The legal and regulatory requirements underpinning the Child Safe Standards must continue to be met in full throughout all such activities:

- the school's duty of care, including the school's duty to meet the Child Safe Standards as set out in Ministerial Order 1359, cannot be delegated;
- volunteer helpers will hold a current Working With Children Check
- all those involved in the outing, camp or event, whether employed by the school or a volunteer, must read and agree to abide by the school's Child Safe Code of Conduct.

SCOPE

The application of this policy is relevant to the school board, principal, staff, students, parents/carers and volunteers involved in planning and participating in outings, camps and events.

ROLES AND RESPONSIBILITIES

The **school board** is responsible for:

- approving the Annual Outings, Camps and Events Plan;
- approving high-risk activities;
- ensuring the school's activities are non-discriminatory and inclusive; and
- reviewing and endorsing the Outings, Camps and Events Policy.

The **principal** is responsible for:

- overseeing the preparation of the Annual Outings, Camps and Events Plan;

- ensuring the Annual Outings, Camps and Events Plan takes into account the potential impact on student learning, the school's budget, on parents' financial outlay and on the additional contributions made by staff;
- approving outings, camps and events, following a review of the planning and risk management plan and costing template; and
- overseeing the setting of supervision ratios for different types of outings, camps and events.

The **teacher-in-charge** is responsible for all aspects of the activity, including but not limited to:

- planning the outing, camp or event;
- completing a costing template;
- the risk management plan;
- confirming insurance coverage;
- overseeing bushfire preparedness;
- emergency and contingency plans;
- securing volunteers;
- identifying, managing and recording staff training needs;
- communications with parents/carers;
- ensuring consent forms are received;
- holding student medical records and individual health plans;
- making decisions when an emergency arises, including those relating to the medical treatment of injured and ill students;
- directing supervising staff, including non-teaching staff members and other volunteers;
- ensuring valid WWCC are provided for all non-staff and volunteer adults; and
- making and retaining records of the activity, including, specifically, records of phone calls to parents/carers and records of first aid interventions, accidents or other incidents.

Supervising staff are responsible for:

- their individual duty of care to students;
- following the direction of the teacher-in-charge;
- supervising students as directed; and
- being aware of emergency and contingency plans and their roles within those.

PROCEDURES

APPROVAL

Prior to an outing, camp or event approval must be given from the school board, and/or the principal.

Who	What	When
School Board	High risk activities (eg. journey-based camps)	At least three months prior to the activity
School Board and Principal	Annual calendar of general outings, camps and events	Annually endorsed at the beginning of the school year

Principal	Low risk camps involving overnight stays (eg. hard-top camps, sleepovers at school or sleepover at an establishment such as Scienceworks)	At least three months prior to the activity
Principal	Low risk events (eg. windows)	At least one month prior to the event
Principal	Low risk outings (eg. walking to the local library)	Varied depending on outing

RISK MANAGEMENT PLANS

All outings, camps and events must have a **Risk Management Plan**, including contingency planning for emergencies. The school has developed a risk management proforma to assist staff with this process.

Regular outings and events have a standard Risk Management Plan that can be used by the teacher-in-charge for the activity, while irregular outings, camps and events require the teacher-in-charge to complete a separate Risk Management Plan.

The teacher-in-charge of the outing, camp or event must also check the bushfire risk in the activity location and obtain a copy of the **Emergency Management Plan** for bushfire preparedness. Staff involved in the activity must read the Emergency Management Plan for bushfire first aid.

The Risk Management Plan is part of the approval process, and must be submitted to the school board or principal prior to the final decision to approve the activity.

BUDGET

As part of the planning process, the teacher-in-charge must assess the cost of the outing, camp or event with consideration of:

- school budgets
- travel costs (including petrol)
- food costs
- resource costs
- venue fee
- number of children attending
- additional insurance (if applicable)
- contingency
- number of staff required off class to support
- subsidising of volunteers / support staff / teachers
- subsidising of students in vulnerable circumstances

The budget is part of the approval process, and must be reviewed by the business or finance manager prior to submission to the school board or principal to inform the final decision to approve the activity.

PARENT/CARER CONSENT

The teacher-in-charge must obtain **written consent** from parents/carers in advance of outings, camps and events. Students will not be permitted to take part unless written consent has been received from parents/carers. The signed consent form is a legal document.

Written consent is obtained by the school in two ways:

General Written Consent

- As part of the enrolment processes parents/carers sign the school's Enrolment Agreement, which includes giving general permission for the school to take students on regular, local outings and events across Melbourne.

Specific Written Consent

- When teachers are planning an outing or event that is a one-off, and is outside of Melbourne, specific written consent must be given by parents/carers.
- For all camps, specific written consent must be given by parents/carers.
- Written consent forms will be provided in hard copy or electronic form for parental/guardian completion.

MEDICAL / DIETARY INFORMATION

The teacher-in-charge will have access to up-to-date student medical information and an Individual Management Plan where appropriate for each student. In giving consent to participate in the outing, camp or event, parents/carers are confirming that:

- the medical information held by the school is up-to-date;
- medications and instructions for use are provided;
- dietary requirements (medical rather than food preferences) are specified where required; and
- permission is given for the teacher-in-charge to take action in a medical emergency, as outlined in the Enrolment Agreement and first aid policies.

EQUITY

It is unlawful for the school to discriminate against a student on the grounds of disability by denying the student access, or by limiting the student's access to a school outing, camp or event. The school will ensure reasonable adjustments are made where necessary in order to ensure that all students are able to participate fully in all school programs.

SUPERVISION

The school's duty of care requires it to ensure that students are appropriately supervised during outings, camps and events. The school is responsible for setting its own guidelines in regards to the supervision ratios, taking into account the:

- age and maturity of the students;
- nature of the activity and level of potential risk;
- size of the group;
- anticipated behaviour;
- specific needs of students; and
- guidelines of the organisation (eg the camp).

In addition to using these guidelines to determine the supervision ratio for specific outings, camps and events, the school will use the following ratios as a guide:

For Early Years (Foundation and Year 1) the baseline ratio is:

- 1:20 teacher to child ratio
- 1:5 adult to child ratio

For outings with older children (Year 2 to Year 6) the baseline ratio is:

- 1:20 teacher to child ratio
- 1:10 adult to child ratio

The school will consider and plan which type of supervision is required for specific outings, camps and events. Planning for different types of supervision will depend on the age of students, their maturity, the nature of the activity, location preparedness, etc.

- direct supervision (e.g. from a swimming instructor with children in the pool)
- general supervision (e.g. yard duty, lunch duty)

Under no circumstances is a teacher to go on an outing on their own with a group of students. To ensure the safety of the students at least two adults must attend.

VOLUNTEERS

At times the school will ask for volunteers to attend an outing, camp or event, to assist with the supervision of students. In selecting the most appropriate volunteer support, the school will consider the:

- experience of the volunteer (eg. for bike ed, the school would request a volunteer who regularly rides a bike);
- number of times a volunteer has assisted with outings, camps and events already, with the intention of providing opportunities for a variety of different people to be involved;
- level of commitment needed from the volunteer;
- volunteer's ability to cooperate and work in partnership with the school;
- Working With Children Check status of the volunteer;
- gender balance of the supervising staff members, and the nature of support needed (eg on a camp there needs to be a gender balance to help in sensitive situations, such as using the bathrooms); and
- appropriate training of the volunteer.

At times the school will contact a volunteer directly to ask for assistance on an outing, camp or event. At other times, the school will put out a general call for volunteers, and will use the above criteria to identify the most appropriate support for the outing, camp or event.

The school relies upon volunteer support to run some outings, events and camps. If an adequate number or suitable volunteers is unable to be sourced, the school may adjust or cancel an outing, events and camp.

The school will ensure that all volunteers understand their responsibilities as a supervisor during outing, camp or event, and will include informing them of the following:

- all students are to be treated fairly and equally;
- no gifts are to be purchased for students (including food);
- the instructions given by the teacher-in-charge must be followed;
- they will be used to support the safety of all students, as determined by the teacher-in-charge (there is no guarantee that they will be with their own child during the outing, camp or event);

- must provide the school with a copy of a current Working With Children's Check card prior to the outing, camp or event; and
- volunteers are unable to bring other children (e.g. younger siblings) as they cannot adequately fulfill support responsibilities while caring for another child.

Prior to an outing, camp or event, volunteers will be briefed by the teacher-in-charge and provided with all necessary information and resources.

Parents/Carers who have not been identified by the school as a volunteer with a supervising role, are not to attend the outing, camp or event. The school has child safe standards to uphold, and the appropriate processes must be followed in preparing volunteers for the activity.

STAFF TRAINING

The school has a duty of care to ensure that members of staff involved in the outing, camp or event have the appropriate level of training. Training needs will be identified in the planning stage of the activity and in the risk management plan. Particular attention must be paid to:

- first aid training, including training in the management of anaphylaxis;
- training for high risk activities; and
- training for the use of safety equipment.

Documentary evidence of such training is required prior to the outing, camp or event.

TRANSPORTATION

Planning for the outing, camp or event must include details of all travel arrangements. Contingency travel arrangements will be made for extreme weather and emergencies. When planning, the teacher-in-charge should take into consideration:

- the circumstances under which it may be necessary for a student to return early due to illness or unacceptable behaviour;
- the school's insurance position and the extent to which students need to be covered by their own or their parents' insurance;
- the circumstances under which the use of private vehicles with staff or parent driving will be permitted;
- how and when the Department of Foreign Affairs and Trade guidance will be sought with respect to safety and more general travel advice; and
- whether or not student participants will be subsidising staff travel costs and to what extent.

BEHAVIOURAL EXPECTATIONS

Prior to the outing, camp or event the students and parents/carers will be briefed as to behavioural expectations whilst travelling, and during the activity. The teacher-in-charge will ensure that:

- students and parents/carers understand the expected behaviour during an outing, camp or event; and
- students and parents/carers understand the consequences to unacceptable behaviour during an outing, camp or event.

RECORD KEEPING

The school will create and retain records and documentation that support the outing, camp or event. Written records and documents will generally include:

- the planning process
- the risk management plan

- costing template
- a written record of the approval by the school board or principal
- the training of staff

During the activity, the teacher-in-charge is responsible for creating and retaining records, including:

- records of communication with parents, including a record of any telephone calls
- staff and/or student illness and/or injury
- records of all first aid interventions
- student behaviour issues

CONSUMPTION OF DRUGS AND ALCOHOL

During an outing, camp or event sanctioned by the school:

- supervising staff and volunteers are not permitted to consume alcohol or illicit drugs, as they are responsible for the care and safety of students; and
- students are not permitted to consume alcohol or illicit drugs.

In cases where the school sanctions a camp or event where all students are directly supervised by their own parents/carers, the consumption of alcohol by staff may be permitted with consideration of the potential impact on the safety of the students.

TECHNOLOGY

The supervising staff are responsible for all communications during an outing, camp or event. If there is an incident, the supervising staff will contact the school as is outlined in the school's First Aid Policy.

For this reason, students are not take devices (eg. mobile phones and iPads) to outings, camps or events. The school will provide a secure location for the storing of devices. Students can then collect the device at the end of the activity.

Smart watches may be worn by children provided they are not using devices to:

- make or receive calls or messages; or
- access the internet.

In cases where students do not adhere to this guideline the school takes no responsibility for the damage or loss of the device, and the teacher-in-charge will remove the device during the activity.

RELATED POLICIES

- Child Safety Policy
- Wellbeing Policy
- First Aid Policy
- Distributing Medicines Policy
- Anaphylaxis Management Policy
- Record Management Policy
- Supervision Policy
- Technology Policy

SUPPORTING DOCUMENTS

- Annual Outings, Camps and Events Plan
- Risk Management Plan
- Outings, camps and events checklist
- Permission and consent forms
- Enrolment Agreement
- Child Safe Code of Conduct

POLICY REVIEW

The school board and principal will review the Outings, Camps and Events Policy every two years, or following a major incident.

ENDORSEMENT

Updated date	March 2023
Endorsed by	School Board
Endorsed on	April 2023