



## OFF-SITE SUPERVISION OF STUDENTS

### 1.0 INTRODUCTION

This Off-Site Supervision of Students Policy applies to all Diocese of Sale Catholic Education Limited ('**DOSCEL**') workplaces.

Camps and excursions are a recognised part of school activities and staff can reasonably expect to be required by the school 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 Policy 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 PRINCIPLES

- 3.1** School camps and excursions enhance the educational program offered by the school.
- 3.2** Maximum emphasis is placed on the safety and wellbeing of all participants.
- 3.3** Acceptable social behaviour is the norm.
- 3.4** No student will be excluded from off-site activities on financial grounds or due to disability.



## 4.0 DEFINITIONS

**Camp and/or Excursion:** an activity which involves the students and staff leaving the school grounds during or outside of school hours.

## 5.0 EXPECTED OUTCOMES

- 5.1 Camps and excursions will be well planned and run according to policy and guidelines.
- 5.2 All staff and volunteers will understand and know their roles and procedures when there are incidents or when there is a critical incident.
- 5.3 All staff and volunteers involved in a camp or excursion are thoroughly briefed prior to the commencement of the camp or 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).
- 5.4 The curriculum and student experiences will be further enriched.
- 5.5 All students will be given opportunities to attend camps and excursions and will not be limited by financial or capability constraints.
- 5.6 All camps and excursions will be assessed for risks.
- 5.7 Student needs will be accommodated and at-risk students will be supported.

## 6.0 REFERENCES

- Catholic Church Insurance (CCI) Introduction to Risk Management for School Camps and Excursions. Retrieved from <http://risksupport.org.au/school-camps-excursions-guide>.
- Department of Education and Training [Excursions and Adventure Activities](#)
- WorkSafe Victoria [Occupational Health and Safety \(OHS\) in schools: A practical guide for school leaders](#)

## 7.0 RELATED POLICIES

- DOSCEL Duty of Care Policy
- DOSCEL Pastoral Care Policy
- DOSCEL Child Protection and Safety Policy
- DOSCEL Guide to Reporting Conduct under the Reportable Conduct Scheme
- DOSCEL On-Site Supervision Policy
- DOSCEL Delegation Policy and Delegations Register – Schools
- Resolving Parent/Guardian Issues and Concerns
- Complaints and Grievances Management Policy



St Francis Xavier College  
Berwick, Officer and Beaconsfield



Diocese of Sale  
Catholic Education Ltd

## 8.0 REVIEW

**Implementation Date: May 2020 Review**

**Date: November 2022**