



Procedure for Early Dismissal of Individual Students from Excursions and Overnight Activities

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

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Purpose

The purpose of this procedure is to set a clear process for managing early dismissal of individual students from excursions.

Context

St Francis Xavier College organises over 800 excursions and overnight activities each year. There are a number of requests for early dismissal from excursions and overnight activities over the course of each year. A clear process is required to ensure that we meet our duty of care.

Scope

At times parents/guardians request that their child is dismissed early from excursions or overnight activities due to family commitments. This can occur at various College excursions, retreats, camps or sporting activities. While parents/guardians can collect students early from school at their discretion the following processes need to be followed if a request is made for early dismissal from an excursion or overnight activity.

Definitions

SFXC	An abbreviation for St Francis Xavier College
Excursion	An activity which involves students leaving the campus grounds during or outside of school hours, including SFXC Staff meeting students off-campus for any school related activity. Taking students from one campus to another is an excursion.
Overnight Activity	An activity which involves staff and students staying away from home for one or more nights.
Risk Assessment	A document used to identify and evaluate foreseeable risks.
Teacher in Charge	The member of staff who is authorised by the Campus Leadership Team, on behalf of the Principal, to organise and manage an excursion, incursion or overnight activity. They may delegate some actions to other staff.
Campus Management Team	The team responsible for leadership and day to day management of each campus. It consists of the Deputy Principal-Head of Campus, Director of Learning Culture and the Campus Organiser.
Parent	Parent or legal guardian or person will nominated legal responsibility for the care of the student

Procedure

Parents should contact the Teacher in Charge of the excursion or overnight activity if they would like to discuss the feasibility of their child being dismissed early from the activity. Where possible, this contact should be made prior to the day of the activity.

If the Teacher in Charge determines that the early dismissal is feasible, the parent and teacher can discuss the arrangements as set out below.

Expressed permission

The parent must provide the Teacher in Charge of the excursion with expressed permission, in writing (eg: email or letter), for the early dismissal.

This should include:

- The reason for early dismissal
- The time that the student is to be dismissed
- The manner of transport being used / the person collecting the student
 - if being collected, the person should meet the group at the designated time and place - If the person is running late or does not arrive, the student must return to school with the group
- Contact details for the parent

Recording of the expressed permission

- Hard copy - If a hard copy letter is provided, the Teacher in Charge of the Excursion or overnight activity must hand the letter in to Student Reception when they return to school with a request for Administration Staff to record the early dismissal on Simon/Synergetic and then place the letter in the student's hard copy file.
- Email - If an email is provided, this must be filed in SIMON.

Verification of information

If an email is provided, the Teacher in Charge may phone the parent in order to verify the information provided.

The Teacher in charge of an excursion must be confident that the person collecting a student early from an excursion is the parent or a person who has been authorised (expressed permission) by the parent to collect the child.

If needed the Teacher in Charge may seek identification by:

- Phoning the parent in order to verify the information provided
- Asking a person for identification

Family emergencies

In the event of a family emergency, parents may be permitted to collect their child early from an excursion without prior notice, with approval from a member of the College Executive Team (eg: Deputy Principal Head of Campus).

If the person collecting the child is not known to the school, the parent should provide expressed permission, preferably in writing (eg: email or letter), for the person to collect the child.

Child safety and wellbeing

In all instances of students being collected, the school should take the necessary steps to confirm that there is no court order preventing the person who has come to collect the child from having contact with the child.

In all instances, where a child does not want to go with a person who has come to collect them, the staff member should take reasonable steps to assess the situation and promote the safety and wellbeing of the child.

Where the child expresses that they do not want to go with the adult who is there to collect them, or appears anxious, scared, or reluctant to go with the adult who is there to collect them, staff may:

- Call the parent on the Student Profile
- Consult with a member of the College Executive
- Call DFFH (Child Protection) or Victoria Police

Expressed permission as an option for the event

In the case of events where parents may attend and then take their child home at the conclusion of the event, the PAM electronic consent can be set up to allow parents to indicate that they will be attending and taking their child home.

Compliance

Key Responsibilities

The Principal is responsible for ensuring that there are procedures in place which reflect DOSCEL Policies and relevant legislation.

The Vice Principal is responsible for matters related to compliance.

The Deputy Principal-Wellbeing is responsible for Child Safety and Wellbeing.

Implementation and monitoring

The Vice Principal has responsibility for day to day implementation and monitoring of all procedures related to compliance.

The Campus Management Team are responsible for ensuring that all campus activities are conducted in line with the relevant DOSCEL Policies and SFXC Procedures.

The Risk and Compliance Manager works with the Campus Management Team and Teachers in Charge of excursions and overnight activities to support them in ensuring that each activity is planned and conducted in line with the relevant DOSCEL Policies and SFXC Procedures.

Relevant Legislation

Ministerial Order 1359 – Child Safe Standards
Occupational Health and Safety Act 2004 (VIC)

Related DOSCEL Policies

Duty of Care Policy
Child Safety and Wellbeing Policy
Off-site Supervision of Students Policy
Occupational Health and Safety Policy
Behaviour Management Policy

Related College Procedures

Organising an Excursion or Overnight Activity
Child Protection Program

Review & Evaluation

The Risk and Compliance Manager has responsibility for co-ordinating review of this procedure.

Further Information

Further information can be obtained from the Risk and Compliance Manager.

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	July 2023
Review Date [Commonly 1 – 2 Years]	July 2025
Local Governing Authority Approval	Leadership Team

Record of Review

Details of Amendments	Date
New procedure	June 2023