

DSM Policy

Supervision of Students Off Site

Rationale

The Deutsche Schule Melbourne – A German English Bilingual School aims to create and maintain a learning environment that facilitates development of the whole child, in a bilingual and multicultural environment. Teachers will cater for students with different learning abilities, interest and needs.

Excursions complement and are an important aspect of the educational programmes offered at the school. Adequate supervision of students on such excursions is a requirement of the school's duty of care.

Principles

Excursions are an important means of complementing a student's learning opportunities and developmental needs. The school will ensure each student's welfare and safety by providing adequate supervision when off-site. Reference is also made to the school's Welfare Policy, and the Safety and Welfare of Students with an External Provider Policy.

Definition

An excursion is defined as any activity beyond the school grounds and can include camps, extracurricular activities and excursions for the purpose of engaging in educational activities. Such activities may include, for example, swimming, tennis, visits to galleries and performances.

Goals

- To consider all risks an excursion may pose on students and staff.
- To provide adequate and appropriate supervision of students on excursions.
- To provide a safe and secure environment for our students and staff.
- 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.

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Strategies

Approval for Excursions

- The school board must approve excursions that extend beyond a school day and any weekend and adventure activities. All other excursions require the approval of the Head Teacher.
 - In approving the excursion, consideration should be given to the contribution of the activity to the curriculum
 - adequacy of the planning and preparation
 - appropriateness of the venue, location and season
 - provisions made for safety and welfare of students and staff
 - organising teacher to have made a risk assessment in terms of risk from bushfire and has: checked the fire authorities website; contacted the authorities regarding the excursions risk exposure; is familiar with local area emergency procedures and carries a list of phone numbers of local authorities.
 - experience and competence of staff relevant to the activities being undertaken
 - adequacy of student supervision

Parent/Guardian Approval and Information

- All excursions require each student's parents' express prior written consent.
- Parents will receive adequate notification of planned excursions, including the nature of the proposed activity and the risks involved, the degree of supervision to enable them to make an informed decision and to ensure the school obtains proper consent.
- Copies of the signed forms are to be taken on excursions, as well as kept at school
- All parents of children attending excursions will provide a signed consent form
 - providing consent to take the student out of the school environment
 - authorising the school to consent to emergency medical treatment should it be required
 - providing any relevant medical details
 - providing the process for the parent/guardian to consent to any financial cost of the excursion at the time of the excursion
 - providing the process for the parent/guardian to consent to the children being sent home from the excursion in the event of serious misbehaviour

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- The school may decide to exclude a particular student from an excursion. The decision to exclude a student will be made by the Head Teacher, in consultation with the designated teacher.

Supervision

- A designated teacher will coordinate each excursion.
- Supervision of students is the responsibility of all staff accompanying the students
- Excursions should not proceed if adequate supervision is not available.
- Specialist instructors or external providers may occasionally be used to ensure that excursion activities are undertaken correctly and safely. While specialist instructors have the technical knowledge and expertise to instruct the students, teachers have overall responsibility for the safety and welfare of students even where the teachers do not directly provide the actual instruction.

Excursion Emergency Management

- The school may participate in excursions in locations which may be a considerable distance from the school and emergency services. The school will endeavor to conduct such camps and excursions in locations and at times that are not likely to pose an unreasonable risk to participants including bushfire risk.
- Staff accompanying the students must avoid potentially dangerous situations arising.
- If a potentially dangerous situation nevertheless arises, staff must react accordingly keeping in mind each student's safety and welfare. If possible and appropriate, staff must call for assistance.
- An emergency which occurs during an excursion is to be reported by the supervising teacher to the relevant emergency services. The Head Teacher is then to be advised. If practicable, the Head Teacher will attend. Otherwise, the school may ask the regional office to send an officer to the incident to assist staff at the scene and to liaise with the school.

Excursion Medical Management

- All excursions will have at least one current Level 2 first aid trained staff member at all times. The school will provide the opportunity for teachers to update their first aid skills on an annual basis.
- Students involved in school camps or excursions will be discreetly administered any prescribed medications by the 'Teacher in Charge'

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in a manner consistent with procedures laid out in the Administration of Medication policy, with all details recorded on loose-leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.

- A mobile phone and a first-aid kit and emergency contact details and medical management plans of all participating students will be taken on all excursions.

Revised, October 2010