



## OFFSITE SUPERVISION POLICY

### 1 INTRODUCTION

- 1.1 Minaret College (**the College**) has a duty to take care of Students whilst they are engaged in offsite activities organised by the College that are related to their education. Supervision is a key element in exercising this duty of care and preventing injuries to Students during the course of College-related activities.
- 1.2 Teachers are required to exercise their supervisory duties in such a way that Students are, as far as can reasonably be expected, protected from injury.

### 2 PURPOSE

- 2.1 The purpose of this Policy is to assist the College in providing a safe environment for Students when offsite.

### 3 SCOPE AND APPLICATION

Excursions and other offsite activities may be supervised by:

- a) teachers employed by the College; and
- b) other adults on a volunteer or paid basis such as:
  - a. parents or carers;
  - b. education support class officers;
  - c. campsite staff;
  - d. trainee teachers; and
  - e. specialist instructors for excursion activities.

### 4 POLICY

- 4.1 The College will arrange for Student supervision according to the College's needs.
- 4.2 The Executive Principal will ensure that all College employees and volunteers are aware of their responsibilities to supervise Students during school times, as well as before and after school where they are offsite.
- 4.3 Specific responsibilities will be allocated to College employees to undertake supervision to protect Students from reasonably foreseeable risks of injury including hazards that:
  - a) are known; and
  - b) could have been foreseen and prevented.

- 4.4 Staffing should be cleared by the Leadership Team (eg. Head of Campus, Head of School, or their nominees) before it is announced. In deciding numbers of staff necessary, the Team will take into account the:
- a) age of Students;
  - b) size and composition of the group;
  - c) activities to be undertaken; and
  - d) nature and location of visit.
- 4.5 An accurate list of staff and Students attending an event needs to be organised and a copy left with Reception, and e-mailed to staff prior to the event.
- 4.6 Staff are responsible for active and constant supervision of Students throughout the whole excursion.
- 4.7 Where two staff are present on an excursion bus, one should sit at the back and one at the middle.
- 4.8 The supervising staff should have at least one mobile phone and advise the College Reception by phone of any fluctuations to departure and return times, so parents can be advised. On return to the College, Reception should be notified.
- 4.9 Consistent with regulatory guidelines, the following ratios apply to supervision:
- a) Local excursions: regular class teacher/Student ratios with additional accompanying staff (as required);
  - b) Day excursions: a minimum of two staff members with a ratio of 1:20;
  - c) Adventure activities: a minimum of two staff members, with a ratio dependent on the activity type and requirements.
  - d) Overnight excursions (whether camp, overseas or interstate travel): minimum of two staff members with a ratio of 1:10.
- 4.10 Any person supervising must:
- a) be alert and vigilant, constantly moving and scanning the area;
  - b) be aware of the environment that the Students are in and familiarise themselves with specific requirements of that environment (including possible risks and hazards);
  - c) methodically moving around the designated area;
  - d) ensure they notify activity providers who the supervising staff are;
  - e) be aware of any special requirements of Students while offsite (i.e. management of Students with disabilities or injuries);
  - f) notify activity providers of details of any Students with injuries or disabilities;
  - g) intervene immediately if potentially dangerous or inappropriate behaviour is observed, even where an external provider may be running an activity;
  - h) model good behaviour, including following any rules which Students are expected to follow;
  - i) enforce behavioural standards and implement appropriate consequences for breaches of safety rules;
  - j) ensure that Students who require first aid assistance receive it as soon as possible;
  - k) log any incidents or near misses in the Incident Register on the Student file in Sentral.

## **5 BREACH OF THIS POLICY**

Where a College employee breaches this Policy, the College may take disciplinary action, including termination of their employment with the College.

## **6 DEFINITIONS**

“**Student**” means a student that is currently enrolled at the College.

## **7 RELATED POLICIES**

- Restrictive Interventions Policy;
- Duty of Care Policy;
- Supervision Policy;
- Cyber Safety Policy;
- Child Safety Code of Conduct;
- Internet Usage Policy; and
- Excursions Policy.

## **DOCUMENT CONTROL**

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