

ADEQUATE SUPERVISION PROCEDURE (OFF-SITE)

Part A: Roles and Responsibilities

Role	Responsibility
Manager	<ul style="list-style-type: none"> • Ensure that GNLC complies with its legislative obligations relating to the safety and wellbeing of Young People. • Develop, review and revise policies and procedures relating to the safety and welfare of Young People at GNLC. • Coordinate the implementation of policies and procedures relating to the safety and welfare of Young People at GNLC. • Provide written approval for all Off-Site activities. • Ensure that Adults and Young People participating in Activities conducted by the course are provided appropriate information and/or training relating to the Policy and this Procedure including the Child Safety Reporting process. • Ensure that all Activities involving Young People are conducted in accordance with the Policy and this Procedure and other related GNLC policies and procedures. • Conduct appropriate risk assessments in relation to all Activities (new or existing) involving Young People and adapt the Activities to mitigate risks. • Maintain a central record of all GNLC Activities that involve Young People and which includes the Responsible Person for each such Activity. • Ensure all timetabled classes both On-Site and Off-Site are adequately supervised
Coordinator	<ul style="list-style-type: none"> • Ensure that Adults and Young People participating in Activities are provided appropriate information and/or training relating to the Policy and this Procedure including the Child Safety Reporting process. • Ensure that all Activities involving Young People are conducted in accordance with the Policy and this Procedure and other related GNLC policies and procedures. • Conduct appropriate risk assessments in relation to all Activities (new or existing) involving Young People and adapt the Activities to mitigate risks.

Teacher	<ul style="list-style-type: none"> • Inform and seek approval from the Manager of all Activities involving Young People in accordance with the Adequate Supervision of Students Policy and Adequate Supervision of Students Procedure. • Conduct a Risk assessment for all off site activities and adapt the activities to mitigate risk. • Report any child safety concerns to the Manager in accordance with the Child Safety Reporting process
Student	<ul style="list-style-type: none"> • Accurately complete all Off-Site forms and return to teaching staff prior to attending an Off-Site activity
Student (Under 18)	<ul style="list-style-type: none"> • Return <i>GNLC Off-site student permission Forms</i> (signed by parent / guardian) to Teacher before attending an Off-Site Activity • Return <i>Consent to leave GNLC during lunch breaks Form</i> at course commencement
Parent / Guardian	<ul style="list-style-type: none"> • Provide written consent for Student (Under 18) to attend Off Site Activities (by signing GNLC Off-Site student permission Form) • Provide written consent for students on each occasion they need to leave GNLC site.

Part B: Overview Adequate Supervision of Students (Off-Site)

Procedure for Off-Site activities	
Excursions and educational Off-Site Activities may be part of learning in any course at GNLC. Before students take part in any of these activities the following procedure must be adhered to.	
Planning	<p>Teachers must take adequate steps to ensure the excursion or Off-Site Activity enhances the learning experience for students and provides meaningful engagement. Teachers consider the following in the planning stage:</p> <ul style="list-style-type: none"> Learning outcomes linked to the off-site activity Timing of the activity with relation to other learning activities listed in the CAP Pre-teaching activities to enhance the learning experience of the activity Supervision arrangements (Teacher – Student ratio) Travel arrangements to ensure adequate supervision of students at all times Cost to students Any special requirements for students (eg appropriate clothing, arrangements for purchase of food etc)
Approval to attend	<p>Teachers must submit the Off-Site Activity Approval Form to the Manager for approval prior to the activity.</p> <p>The Manager reviews the Off-Site Activity Approval Form. If approved, the Manager returns the form to teaching staff.</p>
Approval for Under 18s additional approval	<p>For any U18 students, teachers must also submit a Risk Assessment Child Safe template.</p> <p>The Manager must then approve and all details of the Off-Site Activity must be added</p>

(Risk Assessment / Risk Registry)	to the Risk Registry spreadsheet on the Network Drive in the Risk Registry folder. Risk Assessment Child Safe Templates should be stored on the Network Drive in the Risk Registry folder.
Student Forms	Prior to the excursion/ Off-Site Activity all students must complete the following forms: <ul style="list-style-type: none"> • Off-Site Activity Student information and Permission form. • Medical form All forms must be returned to the teacher prior to the Off-Site Activity.
Under 18s additional forms	For students under 18 years of age, a parent / guardian will be notified in writing, in advance of the activity taking place. The parent / guardian is required to approve participation by signing the form provided to them, in addition to the Off-Site Activity Student Information and Permission form and the Medical Form. Students must return all relevant forms to the teacher prior to the Off-Site Activity.
On the day	Teachers are to record attendance at the beginning of the day. If U18s are present, the teacher must supervise at all times and also mark attendance at regular points throughout the day. These may include after any breaks, after change of transport etc. Attendance should also be recorded at the end of the excursion before dismissal. Teachers must ensure they have the following with them at all times during the Off-Site Activity: <ul style="list-style-type: none"> • List of students attending the Off-Site Activity • Medical forms for all students • Copy of emergency contact for all students • At the end of the Off-Site activity all documents should be stored in the student file.

Relevant Policies and Procedures

- Adequate Supervision of Students Policy
- Adequate Supervision Procedure (On Site)
- Child Safe Standards and Mandatory Reporting Policy
- Child Safe Standards
- and Mandatory Reporting Procedure
- Child Safety Reporting Guidelines
- Child Safety Reporting Process
- Code of Ethical Practice
- Employment of Teachers Policies - Staff absenteeism

Legislation and Regulations

- The Child Wellbeing and Safety Act 2005 (Vic) and the Child Safe Standards;
- The Children, Youth and Families Act 2005 (Vic);

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