

St Bede's College Boarding House

Offsite Activity Procedure



Rationale

The Boarding House recognises that, in the interests of a full, balanced boarding experience where students' lives are 'Enriched' by boarding that opportunities for both experience and learning are provided outside the Boarding House environment. The Boarding House is required to take all reasonable measures to ensure the safety of students and staff involved in activities that occur off site.

Objectives:

- The Boarding House will take all reasonable measures to ensure the safety of students, staff and volunteers when they are involved with off-site activities.
- Planning prior to the activity is intended to anticipate risks, to prevent potentially hazardous situations developing into emergencies and to map out courses of action in the event of an emergency.

Guidelines:

1. The Deputy Rector is responsible for the safety of staff and students on all Boarding House activities. This responsibility is delegated to the trip leader for all off-site activities. In addition, the Director of Boarding is responsible for ensuring that all documentation has been appropriately completed and provided to the Deputy Rector prior to departure with at least 48 hours notice
2. Any member of staff planning an off-site activity is required to produce a Safety Action Plan in conjunction with, and supported by the Director of Boarding.
3. It will be the responsibility of the Deputy Rector to check and approve the Safety Action Plans for any activity involving an overnight stay.
4. A member of the Boarding House Leadership team is required to be on any trip that involves an overnight stay.
5. Any additional volunteers or workers must meet the Child Protection Policy guidelines.
6. The trip leader should plan the activity so that it has educational value and sound safety management.
7. The Director of Boarding is required to evaluate the use and improvements of the documentation system and ensure that copies of the forms are available to staff who need them and stored appropriately in the staff shared area.
8. Permission for day activities/trip is provided by parents upon enrolment.
9. Where an overnight stay is required, permission forms must be completed for each student.
10. As per the health procedure, relevant medical files of students is stored within the onBoard software. Such information is updated as required by parents and used by boarding staff when completing Safety Action Plans.

Date: January 2018

Next Review: Term 1 2019