Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people at our Catholic school

The intention for this statement is to provide a central focus for child safety at our Catholic school, built around a common understanding of the moral imperative and overarching commitments that underpin our drive for improvement and cultural change.

...Holy Eucharist Primary School together with the CECV will stay abreast of current legislation and will meet legislative duties to protect the safety and wellbeing of children and young people in our care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

1As defined by the Victorian Government Special Gazette No. 2 (2016), ‘children and young people’ in this document refers to those children and young people enrolled as students in Catholic schools in Victoria.

2Holy Eucharist Catholic Primary School Commitment Statement to Child Safety

EVIDENCE OF THIS OCCURRING AT HOLY EUCHARIST

Holy Eucharist school has a moral, legal and mission-driven responsibility to create nurturing environments where children and young people are respected, their voices are heard and where they are safe and feel safe.

Our utmost responsibility at Holy Eucharist is to create a child-safe school environment. It is a dynamic process that involves active participation and responsibility by the whole school community. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices.

Every person involved in Catholic education has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Policy Area: Risk Management On Camp

Rational:
All who work and attend Holy Eucharist School have the right to be safe from injury and hurt at all times.

Aims:
• To ensure the safety of all students while on camp.
• To ensure teachers are aware of the Risk Management Plans in place for camp activities.
• To provide guidelines for risk management while out of the school.

Implementation:
• Each teacher or accompanying adult must given a copy of this policy and its guidelines before going to camp.
• All teachers and other staff to be aware of the Risk Management Policy and its guidelines.
• A copy of this policy is to be taken to camp and all supervises to read and implement it’s guidelines.

Bus Behaviour:
• Children are to wait for the bus and teachers on the basketball court with their luggage.
• Children line up in their grades and the roll is taken.
Children take their luggage to the bus, class by class and wait in line for the bus driver to load their luggage.

Children then line up with a teacher at the door to the bus.

Any children with travel sickness are to sit at the front of the bus with a receptacle for sickness with them.

Seat belts are to be worn if provided.

Children must remain seated and face the front at all times.

Children are only to take hand luggage such as a small backpack or bag onto the bus.

Children are not allowed to eat or drink on the bus.

Children’s noise level to be kept at a level, which is acceptable to the driver’s level of noise tolerance.

Teacher to check this with the driver.

If a teacher believes the bus driver is exceeding the speed limit or driving dangerously, they must speak to the driver and make the appropriate request. If the driver does not comply with the request, use mobile phone to contact police/ bus company manager.

Walking Behaviour:

- When walking as a group, there is to be a teacher at the front of the line and a teacher at the rear. Children must stay within these boundaries. Extra teachers to be spread out evenly throughout the line.
- Children and leaders to be aware of safety when crossing roads and lead only small groups across at a time. Teacher to stay on the road until all children have crossed. Teacher’s to cross the road using formal crossing and traffic lights when at all possible.

Medication:

- All medication is to be given to the Camp Coordinator, before leaving for camp.
- All medication must be in a clearly labelled bag (plastic zip lock is better), with child’s name, name of medication, dosage and time of dosage on it.
- A Camp Medical form is to be completed by parents and guardians before the camp visit.
- All medical forms and camp permission forms are to be taken to camp and kept with the first aid kit.
- A list of all children with known medical conditions is to be placed with the first aid kit.
- A record of each child’s dosage of medication is to be kept and dated while at camp.
- Any child who becomes sick or injured are to be taken immediately to a doctor or hospital.
- In serious cases an ambulance will be called.
- First aid and medical forms to be carried at all times during walks or hikes.
- Medical kit and permission forms to be with teachers at all times on camp site.

1. Label supplied to children if needed:
2. Medical form attached below.
3. Camp Medical record sheet attached below.

Camp Location:

- No unsupervised free time in cabins.
- No food to be eaten in rooms.
- Children to be given a strict code of behaviour while using all camp facilities. These to be explained in the first session on arrival at camp.
- Safety and rules of camp, talk by camp manager on arrival at camp site.
- Camp rules as explained in first session to be written down in camp booklet by all children.
- Teachers to supervise all children during all outside activities at all times.
- Teachers to supervise all children during all inside activities at all times.
- Teachers to supervise and stay near cabins until children are asleep.
- Coats must be worn during wet or cold weather.
- Teachers to make regular head counts for their designated group and tell camp coordinator immediately if someone is missing.
- If someone is missing a search to be made by some teachers and camp staff if necessary. If search is unsuccessful then the police will be informed.

Evaluation:

The Risk Management’s guidelines are to be viewed and may be revised when needs arise. This will be done before every camp.

Resources:

Staff Members involved:

  Hania Borowik, Wally Antonowicz, Jeff Parker, John Rudd
Rationale:
Holy Eucharist believes that excursions enhance student learning. These experiences provide the opportunity for students to increase their understanding through direct observation, information gathering and/or inquiry based learning.

Excursions will be defined as any activity organised by the school that takes the students outside of the school grounds. This includes Retreats, Reflection Days, Camps and Pastoral Care activities that involve students leaving the school.

Statement of purpose
This policy aims to:
• Provide guidelines for staff in the planning and organisation of excursions
• Prescribe the procedures that staff are to follow in conducting an excursion
• Provide strategies and procedures that ensure the safety and security of students who partake in specially organised learning activities

Guidelines
In the organisation of excursions it is expected that:
• Proper planning, thorough student preparation and appropriate follow-up are essential in ensuring that the event is educationally worthwhile
• Teachers have a special duty of care to students on excursions. This duty exists both during normal and outside of school hours as excursions often involve unusual risks.
• Excursions which include potentially dangerous activities should not be conducted without full consultation with and approval of the Principal. Those which involve inherently dangerous activities should not be conducted at all
• Activities chosen for excursions must be suitable for children of the age, experience and capacity of those participating
• Consideration must be given to those students with special needs
• Full school uniform is to worn for all excursions that are conducted within school hours.

Excursion approval criteria
• The Excursion proposal must be linked to curriculum, desired learning outcomes and assessment requirements
• The overall cost of the Excursion will be considered in relation to gains in student learning, the financial outlay on budgets

Procedures
Planning Excursions
When planning excursions the follow points should be considered:

1. Preliminary organisation with venue for suitable dates, times, costings
2. Complete the Excursion request form and submit to the Assistant Principal - Request needs to include
   a. Date, venue, costing, duration, risk management form, parent permission form (taking medical needs into account.
   b. (approx) Number of students attending
   c. Date of excursion needs to be imputed onto Holy Eucharist Google Calendar.
   e. Staffing – ensure that sufficient staff will attend to provide an appropriate supervision ratio (generally 1:10 when off site)
ATTENDANCE AND MEDICAL PERMISSION NOTICE

Date: ______________________

Dear Parent,

Your child will be participating in an excursion to ___________. The Grade ____ students will be visiting
________________________________________________.

The children will be out of the school on _______________. We will be leaving Holy Eucharist School at
____ and will be returning at ___. Transport is by __________ and we will be travelling on ___ buses.
The children will be accompanied by ________________, and ___ parents per class.

The children are to wear their school tracksuit and must have wear their school hat on this day. All children
must bring their morning snack and their lunch in a plastic bag with their name on it.

__________________________________________  __________________________________________
Teacher                                          Principal

As permission is required from a Parent/Guardian for a child to leave the school when travelling by
transport, you are asked to sign where indicated and return without delay.

I __________________________ give permission for my child __________________________
(Parent’s name:) (Child’s name:)
of grade __________ to leave the school to take part in the specified activity.

I am willing to attend and supervise a group of children on this day (Please tick ✓).

Yes                                         No

"In the event of any illness or accident I authorise the obtaining on my behalf of such medical assistance
as my child may require. I accept all operation, blood transfusions and/or anaesthetic risks involved and
the responsibility for payment of any expenses thus incurred."

(Parish School Handbook)

Parent’s Signature: ___________________ Emergency phone number: ___________________

Please do not cut this note – return the entire note to school
Appendix 2: Parent Helpers attending Out Of School Activities/Excursions

HOLY EUCHARIST SCHOOL
1A Oleander Drive St Albans South
Phone: 8312 0900  Fax 93668192
www.hestalbanssth.catholic.edu.au

PARENT HELPERS ATTENDING OUT OF SCHOOL ACTIVITIES/EXCURSIONS

Date__________________

Dear ____________________,

Thank you for your offer to assist with the excursion to ______________________ on ______________________. Please meet us in the classroom by ____________.

At this stage we have enough parent helpers but your name will be put on an emergency list and you will be a priority for our next excursion.

As a parent participating in an excursion please be aware of the following points:

• Children will not be placed in the same group as their parent.
• Please do not buy things (including food and drinks) for yourself or the children.
• Follow the timetable and don’t take on extra activities without the teacher’s authority.
• Maintain firm supervision and discipline of the children.
• Do not allow children to go to the toilet alone.
• Any problems please see the classroom teacher.
• No toddlers are allowed to attend.

Thank you for your co-operation,

____________________

Classroom Teacher.

Appendix 3: Out of School - Activity Log
**OUT OF SCHOOL - ACTIVITY LOG**

<table>
<thead>
<tr>
<th>OUT OF SCHOOL DESTINATION</th>
<th>ADDRESS:</th>
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<tbody>
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<table>
<thead>
<tr>
<th>GRADE LEVEL:</th>
<th>DATE FOR OUT SCHOOL ACTIVITY:</th>
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<table>
<thead>
<tr>
<th>NUMBER OF STUDENTS ATTENDING:</th>
<th>NAMES OF STAFF ATTENDING</th>
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<thead>
<tr>
<th>STUDENTS STAYING BEHIND (WHICH GRADES WILL THEY WILL BE IN):</th>
<th>PLEASE LIST YARD DUTY SWAPS</th>
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<table>
<thead>
<tr>
<th>NAMES OF PARENTS ATTENDING:</th>
<th>TRANSPORT:</th>
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<thead>
<tr>
<th>SCHOOL NUMBER: 8312 0900</th>
<th>LIST STUDENTS WHO HAVE ANAPHYLAXIS:</th>
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<thead>
<tr>
<th>MOBILE PHONE NUMBERS OF STAFF ATTENDING:</th>
<th>FIRST AID PERSON:</th>
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<tr>
<th>ANAPHYLAXIS TRAINED PERSON:</th>
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<table>
<thead>
<tr>
<th>DAY’S TIMETABLE</th>
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<table>
<thead>
<tr>
<th>INVOICED ON THE DAY</th>
<th>CHEQUE REQUEST:</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>DATE REQUIRED</td>
</tr>
<tr>
<td>NO</td>
<td>AMOUNT:</td>
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</tbody>
</table>

If ‘No’ please fill out cheque request in the next column.

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<tr>
<th>CHEQUE MADE OUT TO:</th>
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Please attach tax invoice from organisation.

Principal’s Signature

Deputy Principal’s Signature:

Date:

The following forms are to be completed 2 weeks prior to attending any out of school activity. All forms **must be signed** by the school principal.

- Out of School - Activity form,
- Out of School - Risk Management form
- Out of School - Activity/Excursion form
- Copy of Behavioural Contract (If applicable)

*Please save this log in the ‘Excursion’ folder under ‘Excursion Notes’.*
<table>
<thead>
<tr>
<th><strong>Excursion/Out of School Destination:</strong></th>
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<tbody>
<tr>
<td><em>(If more than 1 destination, please list in order of visit.)</em></td>
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<tr>
<th><strong>Grade Level:</strong></th>
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<tbody>
<tr>
<td>Teachers involved:</td>
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<td>Date</td>
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<tr>
<th><strong>Bus Behaviour:</strong></th>
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<tr>
<th><strong>Walking Behaviour:</strong></th>
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<tr>
<th><strong>Excursion Location Behaviour:</strong></th>
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<tr>
<th><strong>Medication:</strong></th>
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<tr>
<th><strong>Person Responsible for First aid:</strong></th>
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<tr>
<th><strong>Principal's signature</strong></th>
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<tr>
<td>Date:</td>
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BEHAVIOURAL CONTRACT FOR CAMP AND OUT OF SCHOOL ACTIVITIES

Date___________________________

Re:  CAMP/OUT OF SCHOOL ACTIVITY CONTRACT FOR ________________

Dear ____________ ,

We are very pleased that ____________ will be attending the Grade___ ______ on ____________ until ____________.

In the event of any behavioural concerns that may impact upon the safety of ____________ or any others attending the camp/excursion, we would like to advise that the action planned is to have ____________ picked up by a parent/authorised guardian and driven home.

We hope that the camp/excursion experience is a positive and exciting time for ____________ and are hopeful that we do not need to implement the above mentioned plan, but would like to make you aware of this contingency should it be required.

Kind regards,

__________________________

Principal
Holy Eucharist Primary School

Please leave a copy of this contract in the office – along with your Out of School Activity Log