



## Ascot Vale West Primary School

The School strives to ensure that our students will become responsible, motivated, life-long learners who can confidently face future challenges.

# WHOLE SCHOOL ACTIVITY POLICY

## PURPOSE

Whole School Activities are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich learning and social skills development. Whole School Activities complement, and are an important aspect of the educational programs offered at the school. A Whole School Activity is defined as any activity incorporating all students within the school grounds.

## Aims

- To provide safe and secure experiences for students during Whole School Activities
- To develop an understanding that learning is not limited to classrooms, and that valuable cooperative, social and emotional learning takes place in the real world
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction
- To further develop problem solving skills
- To extend understanding of the physical and cultural environment
- To reinforce, complement and extend learning opportunities beyond the classroom.

## GUIDELINES FOR ACTION

- All Whole School Activities must be approved by the Principal or a nominee(s) prior to implementation

## Implementation

The principal will ensure adequate pre-planning and preparation including the preparation of students takes place (this is to incorporate all students with Behaviour Plans or concerns, PSD Funded or medical conditions).

All Staff to be advised of the Whole School Activity and their role during the time.

DET'S requirements and guidelines relating to preparation and safety will be observed in the conduct of all Whole School Activities.

Students and their parents/carers need to be made aware that acceptable standards of behaviour will be expected during a Whole School Activity.

The emergency management process of the school will extend to and incorporate all Whole School Activities.

Prior to conducting a Whole School Activity DET's requirements and guidelines will be rigorously observed. Consideration in planning should include:

- Safety, Emergency & Risk Management
- Student Preparation

Prior to conducting any Whole School Activity, the formal approval of the principal and School Council (where required) will be obtained. In approving a Whole School Activity, consideration will include:

- the contribution of the activity to the school curriculum
- the adequacy of the planning, preparation and organisation in relation to the school policy and the guidelines and advice provided by DET

- information provided by community groups and organisations that specialise in the activity proposed
- the adequacy of the student supervision
- staff-student ratios
- student experience

The school will provide appropriate alternative activities for those students who require modification to the program

Students not participating in the Whole School Activity will be placed in another class and have an appropriate learning program provided by a class teacher.

Parents to be advised through UEducateUs (School App).

### Arrangements for payments

- All efforts will be made not to exclude students simply for financial reasons. Parents experiencing financial difficulty, who wish for their children to participate in a Whole School Activity, are invited to discuss alternative arrangements with the Primary Welfare Officer. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for any Whole School Activities. Parents will be provided with permission forms and information clearly stating payment finalization dates. Students whose payment has not been finalized at least 24 hours prior to the activity date will not be permitted to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide organizing teachers with detailed records on a regular basis.

### Teacher Responsibilities:

- A designated 'Teacher in Charge' will coordinate the Whole School Activity and allocate roles and responsibilities including First Aid
- The Teacher in Charge must provide the Office with a final student list as well as posting a copy on the school staff share
- Parents may be invited to assist in the delivery of any Whole School Activities
- All staff to wear High Visibility Vests, carry their First Aid Bags and mobile telephones
- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in Whole School Activities. Parents will be notified if their child is in danger of losing the privilege to participate in a Whole School Activity due to poor behaviour at school. The decision to exclude a student will be made by the Principal or Assistant Principal, in consultation with the organizing teacher. Both the parent and the student will be informed of this decision prior to the Whole School Activity.

The school's emergency procedures will include the effects of an emergency on student supervision in the event of staff being required to assist injured students or to go for help.

In case of an emergency, the designated First Aid Officer will take charge of the situation enabling other staff to fulfil their duty of care.

If weather conditions present a risk to student safety, the principal or nominee may need to cancel a Whole School Activity at short notice. Where a Whole School Activity is not cancelled, special fire safety precautions will be implemented.

### DUTY OF CARE

Staff need to be aware:

- Students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- A Whole School Activity with an external provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Whole School Activities require the teacher to fully comply with DET guidelines and brings with it an increased duty of care.
- Whole School Activities require the teacher to ensure that the venue adheres to DET guidelines.
- School policy is for students to be counted and student attendance marked on a regular basis whilst participating in a Whole School Activity.

## Links and Appendices (Including processes related to this policy)

- [Child Safe Standards 1 - 7](#)
- **Appendix A - Section 2 Whole School Activity - Risk Assessment**

## EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstance

Ratified by school council in

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## Appendix A - Section 2 Whole School Activity - Risk Assessment

This document is to be completed as part of the planning process for all Whole School Activities.

Activity Name:	Date:	Supervising Teacher:
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	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<b>Students</b> Individual or groups of students who may need additional support before and during the Whole School Activity.		

**Critical incident management** (emergency procedures) – contact the school for assistance.

**If a student is missing** – Supervising Teacher to be advised immediately. Supervising Teacher to contact school office.

**If someone is injured – ensure all other students and staff are safe.** Identified First Aid Officer to take charge of the situation, call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.

## Incursion Risk Assessment Form

Duty of care resides with teachers for the period of the event:

- Presenter/s-contractor/s has/have WWWC
- Activity complies with External Providers Policy guidelines \_\_\_\_\_

This document is to be completed as part of the planning process for all incursions.

Class Group:	Date:	Supervising (Duty of Care) Teacher:
Details of area to be used and safety initiatives if required.		

	<b>Dangers</b> Factors which could lead to each inherent risk eventuating	<b>Risk Management Strategies</b> Strategies to reduce risks
<b>People</b> Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number		
<b>Equipment</b> Resources that impact on the activity e.g. clothing, footwear, teaching equipment		
<b>Environment</b> Factors that impact on the activity e.g. Weather, terrain, water		
<p><b>Critical incident management</b> (emergency procedures) – contact the school for assistance.</p> <p><b>If a student is missing</b> – Supervising Teacher to be advised immediately. Supervising Teacher to contact school office.</p> <p><b>If someone is injured</b> – <b>ensure all other students and staff are safe.</b> Identified First Aid Officer to take charge of the situation, call for an ambulance if more assistance is needed. Contact the school. Complete forms upon return to school.</p>		