

WEEKAWAY

SCOPE AND LIMITATIONS OF SCHOOL STAFF RESPONSIBILITIES

Prior to camp:

Become familiar with Weekaway rules and procedures, by reading the information contained within the Teacher's Kit, including General Conditions of Hire, Sun Safety Policy, Emergency Response Plan and Activity Descriptions.

Complete all necessary Department of Education paperwork required to run the camp, as well as gaining approval from School Council for the execution (undertaking, implementation) of the camp.

Liaise with Weekaway staff to organise a program outline and choice of activities. Be aware of the Workplace Health and Safety issues related to each activity selected.

Forward information to parents and have them complete the necessary consent and medical detail forms. These need to be collected and brought to camp when you come. (It is advisable a duplicate copy be left at the school.)

Organise students into cabin, duty and activity groups.

Notify the campsite one week prior to camp of final numbers and any special dietary or medical requirements of camp participants including students and adults.

Provide Weekaway with a list of both the first and last names of all attendees (adults and students) to the camp. This is to be given to a Weekaway Manager prior to arrival at the campsite.

Ensure you have a fully equipped First Aid Kit for the camp, as well as at least one adult with a Level II First Aid qualification.

During camp:

We expect the teaching staff and school representatives, approved by the school council, to implement the usual duty of care in the supervision responsibility of students whilst at Weekaway. School staff will be fully responsible for camper supervision and behaviour at all times. This includes supervision and behaviour of campers at activities, to and from activities, for those campers waiting their turn and for first aid.

SCHOOL STAFF RESPONSIBILITIES (cont'd.)

Discipline of undesirable behaviour is also the responsibility of teaching staff and school representatives. School staff will be completely responsible for supervision of students in the late afternoon, evening and early morning.

Prior to the commencement of any activity, school staff must identify participants with medical conditions that may place themselves or others at risk during the activity and take the appropriate precautions and identify who is responsible for first aid prior to the activity.

During activities we will require particular assistance from staff, as per activity guidelines. Whilst Weekaway staff will lead some of the activities, accompanying adults should take an active role in participating in the activities and managing the group. School staff will be required to lead other activities not being led by Weekaway staff. Some preparation for this may be necessary. It should be understood by parents and teachers that asking non-teaching adults to supervise activities where their legal responsibilities could be questioned at a later date (eg. Swimming) must be avoided.

In some instances Weekaway staff and teaching staff may agree that Weekaway staff can conduct an activity session without teacher supervision, eg. Canoeing.

Furthermore, it is the responsibility of the Group Leader to identify safety issues associated with any off-site activities or excursions (eg. Hanging Rock or Organ Pipes National Park), and take necessary precautions. Weekaway staff will not attend such activities, and it is the responsibility of the teaching staff to fully supervise students whilst attending any such activities.