



Off Campus Activities Policy

Saint Stephen's College is a co-educational school in which students engage as respectful equals. Students are not permitted to engage in inappropriate physical contact, whether it is aggressive or sexual in nature, nor are they, through their words or deeds, permitted to endanger the safety of others or the reputation of the College. Students can be excluded from College activities (including College camps, excursions and overseas trips) for serious and/or repeated breaches of this expectation. Students who are excluded may, at the discretion of the person in charge of the activity, be sent back to the College at their parents' expense.

Students, who in the opinion of the Headmaster are likely to breach these expectations, will be deemed ineligible to participate in these activities. Supervising staff will make appropriate checks on students while they are attending these activities. These checks will include visits to rooms where students are accommodated overnight. Such checks will show appropriate levels of respect for student privacy and will comply with College protocols governing the interaction between staff and students.

Approval Process

In compliance with child protection and duty of care requirements, staff are required to complete and submit a yellow **Activity Approval Form** and white **Off Campus Activity Form** at the time events are being planned and correspondence to parents organised. The relevant documentation must be submitted within the time frame indicated on the above forms to the Student Welfare Centre; to enable sufficient time for risk assessments and medical checks to be completed, documents scanned and the original returned to the activity organiser.

Overnight Tours, Camps or Excursions

Extended risk assessments and supervision considerations are required when planning activities involving overnight components, particularly when held off campus, to respond to duty of care obligations and ensure potential harm is minimised for children and young people.

Participation

Participation in interstate or overseas trips is normally restricted to enrolled, continuing students with good behaviour records. Year 12 students are only permitted to attend trips that are scheduled for the end of the year if they commit to abide by College rules and provide some surety to that effect. It is not usual practice for former students to attend such trips; however, the Headmaster may approve their participation if he believes their contribution will be positive, unique and significant.

The Headmaster will secure written agreement of Year 12 students or recent graduates attending under special exemption that they will adhere at all times to the authority of College supervisors on the excursion and will uphold the ethos, values and standards of the College throughout the excursion. The Headmaster may exclude any student from an excursion if he, or his delegate, believes that the student's participation is likely to cause a significant risk of harm to the student, other students, or the reputation of the College.

Duty of Care

The risk assessment conducted for College endorsed activities involving an overnight element shall identify control measures to minimise the risk of inappropriate contact between students or harm to students. These control measures should identify appropriate accommodation arrangements between genders, and supervision ratios and rosters. Supervision rosters should be developed recognising the unique and varying risks between scheduled activities and provision of after-hours supervision. A time is to be determined for 'lights-out' and this is to be monitored at that time and subsequently to ensure that only assigned students are present in the rooms. Particular care should be taken to safeguard against inappropriate contact between genders. The College "hands off" policy both during on and off campus activities applies. Staff are to receive training related what constitutes 'harm' to minors, identifying inappropriate sexual behaviour and duty of care obligations for reporting suspected harm to children, as defined in the College Child Protection Risk Management Statement.