

## **Bullet Pointed Summary of Off-site Activities Policy**

Before an Off-Site Activity can take place:

- An Off-Site Activities Proposal is submitted to the Principal with necessary paperwork as follows:
  - a Risk Assessment Form
  - any necessary Procedure for undertaking the Activity
  - any External Provider paperwork
  - a Route Map
- The Principal considers the Proposal with an appropriate member of staff
- The Principal responds to the Activities Proposal
- Necessary, waivers, permissions and any further Risk Assessments are undertaken

Off-site activities undertaken at Giant Steps Tasmania require the following:

- All off-site activities are led by a registered teacher, or a person designated by the Principal to lead the activity.
- The lead member of staff is responsible for providing the Principal with an Off-site Activity Proposal Form 2 weeks before the proposed activity is due to take place.
- The staff involved have the specific knowledge, qualifications and experience required to ensure student safety and optimize student enjoyment of the activity.
- The staff involved follow the procedures required for each particular activity including any guidance/ instruction issued by any External Providers.
- The appointment of external providers, expert sports coaches, outdoor and adventure leaders as well as volunteers and other support people is approved by the Principal.
- All adults involved in the delivery of off-site activities for Giant Steps students have in-date Working with Vulnerable People cards.
- The lead member of staff on the activity ensures that
  - the group has a First Aid kit
  - the group has a fully-charged mobile phone
  - all students have appropriate clothing, footwear and equipment
  - all students have adequate food, water and sun protection
  - they have sighted an in-date Working with Vulnerable People card for any external providers
  - the School has a list of students taking part in the activity and the expected time the group will be returning.