

## **GUIDELINES FOR PARENTS ATTENDING CAMPS AND EXCURSIONS**

### **OVERVIEW**

Parents attending camp and excursions are included in the staff – student supervision ratio and therefore take on a 'duty of care' role to support the supervision of students. As part of this they have specific supervision responsibilities which need to be undertaken in line with DEECD duty of care obligations, school Staff Code of Cooperation and our school Privacy and Policy documents.

### **GUIDELINES**

- Attend the parent helpers' camp/excursion information session.
- Respond to emergency management procedures as outlined in the camp/excursion booklet/information.
- Read and understand the instructions of each activity and the risk assessment material.
- Undertake the activities and supervision requirements as expected.
- Participate and supervise fully during the entire duration of the event including student free time activities.
- Ensure all information regarding all students, staff and parents is kept confidential before, during and after the event. This includes the mobile phone numbers of supervising adults.
- Ensure mobile phones are on silent during the direct supervision of students and only check for messages when not directly supervising children. It is not appropriate to allow any student to use my mobile phone/electronic devices.
- Taking photos will only be the responsibility of the GK staff (for privacy reasons).
- It is not the responsibility of parents to contact the parents of individual students regarding their welfare and participation whilst on an event. A teacher is responsible for this if/when required.
- Any social or discipline issues need to be immediately referred to a teacher.
- Direct any concerns regarding students and/or the camp/excursion program/facilities promptly to a GK staff member and/or the teacher in charge.
- If for some reason a parent helper is unable to participate eg. illness, seek medical attention etc they must notify the supervising teacher of their situation and whereabouts.
- On occasions a parent may attend outside the staff – student ratio as a consequence of a child's needs.
- As a number of children have allergies and/or special dietary needs parents are not permitted to provide any additional food during the event to any child.

### **DUTY OF CARE**

All supervising adults have a legal duty to take reasonable steps to protect students in their charge from risks of injury that are reasonably foreseeable.

#### **Implementation:**

- Although the general duty of care is to take reasonable steps to protect students from reasonably foreseeable risks of injury, specific (but not exhaustive) requirements of the duty involve providing adequate supervision in the school or on out of school activities as well as providing safe and suitable buildings, grounds and equipment.
- An adult's duty of care is not confined to the geographic area of the school, or to school activities, or to activities occurring outside the school where a student is acting on a teacher's instructions. The duty applies on a 24 hours basis where applicable eg. camps.
- The supervising adult's duty of care is greater than that of the ordinary citizen in that they are obliged to protect a student from reasonably foreseeable harm or to assist an injured student, while the ordinary citizen does not have a legal obligation to respond.
- Whilst each case regarding a supervising adult's legal duty of care will be judged on the circumstances that occurred at the time, the following common examples may be times when an adult has failed to meet their legal duty of care responsibilities to their students:-
  - arriving late to scheduled timetabled activities
  - alerting a teacher of a student who claims to be bullied
  - inadequate supervision and/or leaving students unattended during an activity that you are supervising
  - ignoring dangerous play and failing to instruct a student who is not behaving in a safe manner
  - leaving the camp/excursion without notifying the teacher in charge

I agree that I will adhere to these guidelines to ensure the success of the planned activity as well as ensure the privacy and safety of all concerned.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Signature: \_\_\_\_\_