



School Events Policy

The school has a responsibility to adhere to a list of requirements in planning school events. The requirements are based on Work, Health & Safety (WHS) Standards and NESA guidelines. Our policy and procedures will help to demonstrate in a court of law that we (as teachers) have taken positive steps in attempting to reduce the risk of injury or mishap to students attending a field trip, incursion, or excursion.

Important Considerations:

STAFFING REQUIREMENTS must be confirmed by the Principal and the relevant staff to student ratio will be decided based on the age of the students and the type of activities that will be conducted for the event.

TRANSPORT REQUIREMENTS can be in the form of the following:

- School Bus – organise a driver
- Hire Bus – provide details to office to require booking quote and availability
- Public Transport – Opal cards will be provided to staff member prior to event.

PRIOR VISITS, TESTING OF EQUIPMENT AND INSPECTIONS OF VENUES are recommended by teachers going on excursions to make sure that there is adequate safety.

STUDENT SAFETY must be a constant consideration at any time and any dangerous, risky activity must be addressed promptly before the intended activity/act.

CHILD PROTECTION – EXTERNAL PROVIDERS: Anyone dealing with students at any venue (e.g. tour guides and instructors) must have the proper child protection checks in place.

CAMPS AND OVERNIGHT ACTIVITY – 24HR DUTY OF CARE: Duty of care continues throughout the camp/overnight activity at all times. Students must have access and communication to staff in case of an emergency.

PERSONAL ELECTRONIC ITEMS: Students are not permitted to use personal communication or music devices whilst in the care of the school. Cameras are permitted but will not be the responsibility of the school if lost or damaged.

VENUE – RISK ASSESSMENTS: As a school we can compile a database of all venues and risk assessments across all classes and all areas of the school environment. Once the documentation is in place, we need to then review it once a year.

EVENT ABSENCES: If your child is unable to attend an event, please notify the office as soon as possible before the start of the excursion, especially on the morning of so that the event will not be delayed.

The core policies/procedures which we need to address include:

- | | | |
|--------------|--------------------|--|
| o First Aid | o Child protection | o Medical data |
| o Transport | o Student conduct | o Emergency procedures/serious incidents |
| o Volunteers | o Parental consent | o Privacy |



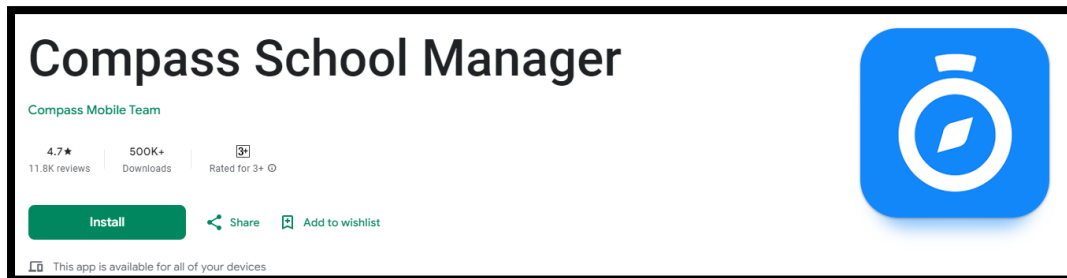
PARENTAL CONSENT – VIA COMPASS

Please find below the procedures for providing consent to Events on the Compass parent portal:

PROCEDURE TO PROVIDE CONSENT	
STEP 1	<p>Access COMPASS via the app or web portal:</p> <ul style="list-style-type: none"> APP: Compass School Manager – download to mobile phone and login with details. WEBPAGE: Login Compass – Please login with username and password.
STEP 2	<p>Navigate to Events to locate the Event that requires consent. If there are multiple children that require consent for the same event, consent must be provided per student individually by the RSVP date as some venues require full prepayment and do not offer refunds.</p> <ul style="list-style-type: none"> Read the event information and take note of important details, including uniform, date, arrival times, extra requirements, etc. Answer any mandatory questions regarding the event. Review any contact details or medical details, as necessary. Provide consent by typing in your full name to confirm consent.
STEP 3	<p>Monitor emails to keep-up-to date on event updates or news.</p>

STEP 1: ACCESS COMPASS.

Via App: Compass School Manager – download to mobile phone and login with details.



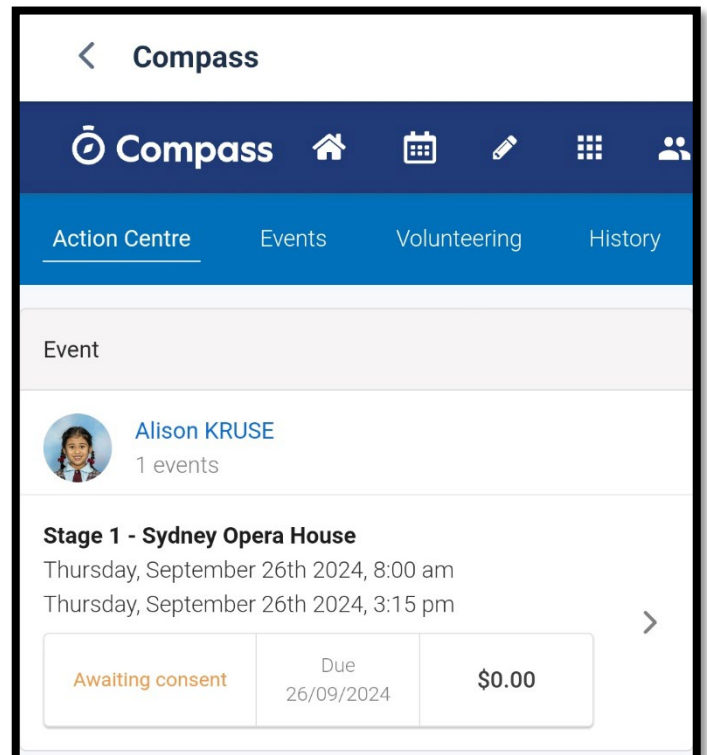
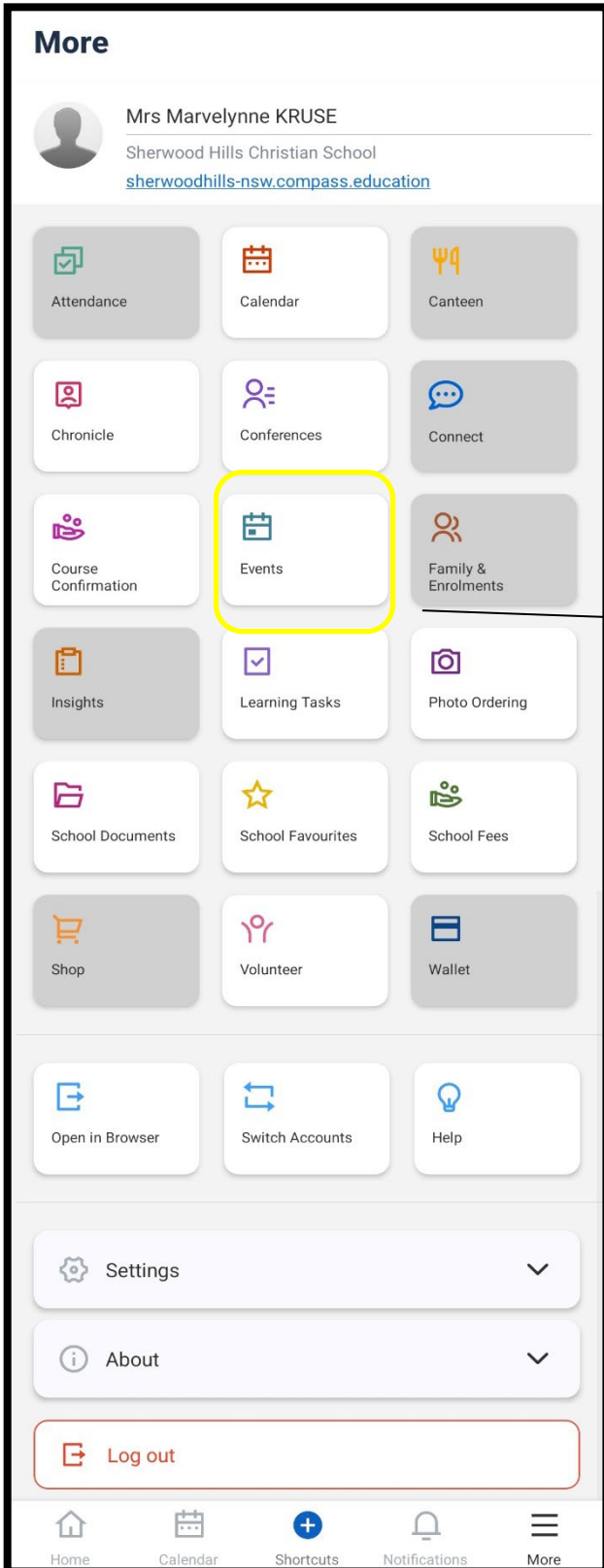
Via Webpage: [Login | Compass](#) – Please login with parent username and password.





STEP 2: NAVIGATE TO 'EVENTS' TO PROVIDE CONSENT.

Via App: Compass School Manager – open app on mobile phone and login with details.





Via Webpage: [Login](#) | [Compass](#) – Please login with username and password.

Compass

Welcome back, Gracie!
Sherwood Hills Christian School

Event Consent/Payment Required
There is 1 event awaiting your consent and/or payment.
[Click here for more information](#)

My News

Jessie Evans
1 day ago

Test Reminder

Math Test
Thursday Week 7
The test will cover the following topics:

- Length
- Perimeter and Area
- Volume
- Mass

Remember your units of measurement.
Happy studying!

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EVENT PROCEDURE COMPLETE.

The Principal is responsible for reviewing this document.