



## Policy Statement

Youth Inc. is a project-based learning environment, which differs in many ways from a 'tradition school' environment. There will be many opportunities for students to engage in learning either independently, in small groups, or as a large group, off-site from the main School location. This policy covers these day-to-day off-site learning opportunities that are deemed by Youth Inc. to be low-risk, and this could include, but is not limited to: visits to businesses around the CBD, group sessions in a nearby cafe, trips to other learning institutions or public places of interest. Mode of transport could include walking, meeting at the location of the learning opportunity by a student's own means, the hire of a bus by the school, the school covering the cost of a licenced taxi or catching public transport.

This policy does not cover any off-site learning opportunities that are not low-risk, and this could include, but is not limited to: overnight trips, outdoor education sessions, overseas trips, or camps. These learning opportunities will be covered by the *Exceptional Off-Site Learning Opportunities Policy and Procedure*.

This policy also does not cover students leaving the school site for non-learning related opportunities. Due to the age of the student group, students are responsible for their own attendance, and for their choices as to how they spend their non-contact time during a school day.

This policy will be raised with the student, or their parent or guardian if they are under 18, at the time of enrolment, to ensure that there is understanding of this policy, and to gain permission and waiver for general off-site learning opportunities.

## Considerations

The relationship of school and student gives rise to a non-delegable duty of care. This means a school has the duty to ensure reasonable care is taken when the school is caring for the student. This is also balanced with our philosophy of developing and encouraging self-efficacy, as well as an acknowledgement that we are caring for students who are 17 to 24 years of age, and therefore, young adults.



## Procedures

If the off-site learning opportunity is organised directly by a member of the Learning Team, then they will:

- provide the School with an *Off-Site Risk Management Form* in advance
- provide the School with a list of student names attending the opportunity
- take a portable First Aid kit, if deemed necessary for the activity
- ensure that they have a Critical Incident Flow Chart with them
- check if any students attending have a medical need that requires medication or other provision
- be responsible for managing the learning opportunity and supervising all students during the learning opportunity, including providing medical first aid as required
- if an incident occurs, provide the Principal with a report
- abide by all relevant School Policies and Procedures

The Administration Coordinator or Learning Team member is to make a note in the *Students Off-Site Register* with the relevant details.

If the off-site learning opportunity is something that arises organically from a discussion at school between students, or between students and the Learning Team, then the student/s is to communicate with a member of the Learning Team:

- who is going, where they are going, and when it is expected that they be back at School
- the member of the Learning Team is then to make a note in the *Students Off-Site Register* with the relevant details

If this process is not followed, or if the approval is not gained, then the activity is not deemed to be an 'official' general off-site learning opportunity for the purposes of this policy, and therefore is not a school-sanctioned activity. In this case, the School holds no liability or responsibility for the students, if they choose to engage in that activity.

## Attendance

Attendance may be required or voluntary, depending on the activity, the students' capacity to engage with their education in the particular settings offered outside of the classroom environment and relevance to the course of study being undertaken.

## Insurance

- the school carries public liability insurance
- individuals may wish to consider personal insurance for themselves/their own students