

1.0 Purpose

- 1.1 The purpose of this policy and procedure is to ensure that Macquarie Grammar School (MGS) students abide by the requirements of the Board of Studies, Teaching & Educational Standards Registered and Accredited Individual Non-Government Schools (NSW) Manual 4.1.6 Safe and Supportive Environment specific policy aspect 4.1.6 Movement and Supervision of Students & Facilities 3.5 – Frequency and Access to offsite facilities
- 1.2 This policy applies to all students enrolled in programmes offered by MGS.

2.0 Responsibility

- 2.1 The PEO/Headmaster is responsible for the implementation of this policy/procedure in relation to the movement and supervision of students and to ensure that staff and students are aware of its application and that staff implement its requirements.
- 2.2 The PEO/Headmaster is responsible for monitoring the implementation of this policy and to ensure that staff and students are aware of its application and that staff implement its requirements.

3.0 Requirements

- 3.1 Students must be provided with access to experiences beyond the classroom which contribute to the 'all-round growth and development of students' as per demonstrated curriculum planning documents.
- 3.2 If facilities are not able to be provided by MGS, the movement and supervision of students will be necessary to ensure that students are provided with the opportunity for experiential and integrated learning, in order to reinforce and supplement the School's curriculum.
- 3.3 MGS has a formal agreement with each external provider where students would be taught outlining the full scope and nature of the arrangement as per the NESA Manual 4.1.6.2 & Facilities 3.5 requirements
- 3.4 A duty of care provisions as per the MGS WH&S policy are adhered to
- 3.5 Appropriately qualified staff will supervise students before, during, and after the 'movement' and the ratio of adults to students will be observed as appropriate for the activity
- 3.6 Suspected risk of harm to children and young people requirements will be adhered to throughout all stages of a 'movement' by providing briefings of safety and behavioural issues to students, in advance
- 3.7 The accompanying member(s) of staff must carry a record of students' significant medical condition(s). And medication must be administered when required, as per the MGS Administration of & Procedure
- 3.8 In the event of injury, MGS's incident recording and incident investigation procedures must be followed as per the MGS WH&S Policy
- 3.9 Audit checks are performed and approved to approve Safe Walking Routes prior to usage in the Movement of Students Risk Management Program
- 3.10 Audit checks are performed to check the mechanical servicing records and credentials of approved transport providers prior to engagement of service.
- 3.11 Students must adhere to the **027-PP-MGS Code of Conduct** and are bound by the **004-PP-MGS Student Discipline and Misconduct Policy**
- 3.12 Student must wear their School uniform, unless otherwise advised

4.0 **Procedure**

- 4.1 All movement of students will be planned by preparation of a Movement of Students Risk Management Program
- 4.2 Movement of Students Risk Management Program will be presented to the PEO/Headmaster or Director of Operations and Welfare for review and approval.
- 4.3 Teacher in Charge books the transport and ensures all audits are conducted as regards transport and routes
- 4.4 Safety and behavioural briefings conducted are conducted by Teacher in Charge as end of lesson prior to Movement of students' activity
- 4.5 The Director of Curriculum and Compliance ensures suitably qualified staff & ratios are adhered to as per the Movement of Students Risk Management Program
- 4.6 Teachers will take the daily roll for each class, indicating late arrivals or early departures to monitor and identify the attendances and absences of students and carries the record of students' significant medical condition
- 4.7 In the event that a student is required to leave a venue prior to the scheduled time, a nominated member of staff must authorise that appropriate arrangements are in place for the student to safely reach their destination
- 4.8 An analysis of the Movement of Students Risk Management Program will be conducted at the end of the activity by the Teacher-in-charge outlining areas for improvement
- 4.9 This Review and analysis of Movement of Students Risk Management Program will be provided to the PEO/Headmaster for updating to the Movement of Students Risk Management Program

5.0 **Definitions**

- 5.1 Movement of Students Risk Management Program - A Risk Management tool (A risk and mitigations treatment table) showing protocols, guidelines including risk management for students undertaking off site activities including a detailed analysis of Risk and Mitigation treatments and risk Rankings applied
- 5.2 External Provider: A business/individual paid by the School to provide a venue, service, and/or expertise appropriate to a particular School activity
- 5.3 Guidelines: Advice and examples of good practice for implementing policy.
- 5.4 Procedures: Detailed specification of steps and processes to be observed in system-wide management.
- 5.5 Supervisor: An adult who acts in a designated supervisory capacity.
- 5.6 Teacher-in-Charge: The member of the teaching staff who is authorised by the PEO/Headmaster to manage the movement of students.
- 5.7 Venue: The building, grounds, and facilities, external to the School, where planned activities occur.

6.0 **Records**

Record	Description
MGS has a formal agreement - MOU	A formal agreement with each external provider where students would be taught
NESA Facilities 3.5 – Frequency and Access to off site facilities	Table developed based on Frequency of movement of students based on a detailed syllabus analysis This table also outlines how often students are going to be off site.
This document forms part of an MOU requirement	(Trevor provided a detailed example i.e. if off site one hour per week, breakdown into travel time allowances being eg. 1.5hrs = 4.5hrs per day = 22Hrs per week = 2.5 hrs of flexibility.)

Safe walking route Audit Check Tool	A list of approved safe walking routes that have undergone audit and are approved by MGS
Approved Transport Providers Audit check tool	A tool to checks the mechanical servicing records and credentials of MGS approved transport providers prior to engagement of service.
Movement of Students Risk Management Program Table	<p>A Risk Management tool (A risk and mitigations treatment table) showing protocols, guidelines including risk management for students undertaking off site activities including a detailed analysis of Risk and Mitigation treatments and risk Rankings applied;</p> <p>Tool to be developed showing:</p> <p><i>Hazards identification and risk treatments to be taken, and Risk Rankings applied;</i></p> <p>Level 1: Low Risk—minimal risk of injury of equipment and procedures are employed correctly (Tennis).</p> <p>Level 2: Medium Risk—There is some degree of risk to the extent that all risk cannot be eliminated and some protective clothing may be necessary (Cricket).</p> <p>Level 3: High Risk—There is a high risk of injury if the equipment or procedures are not used in the prescribed manner (Swimming pool).</p> <p>Level 4: Very High Risk—There is a high risk of injury which could result in permanent disability or death because of the nature of the activity or if equipment or procedures are not employed correctly (Science Lab, surfing, skiing).</p> <p>This Review and analysis of Movement of Students Risk Management Program Area developed in the table to allow for updating to the Movement of Students Risk Management Program by the Teacher in charge as per the Procedure in this policy document</p>

7.0 References

- 7.1 The NESA, eTAMS and Accredited Individual Non-Government Schools (NSW) Manual 4.1.6 Safe and Supportive Environment
- 7.2 NESA, eTAMS and Accredited Individual Non-Government Schools (NSW) Manual specific policy aspect 4.1.6.2 Movement and Supervision of Students
- 7.3 NESA, eTAMS and Accredited Individual Non-Government Schools (NSW) Manual 3.5 Facilities – Frequency and Access to off site facilities
- 7.4 024-PP-MGS Working With Children Policy & Procedure
- 7.5 007-PP-MGS Work Health and Safety Policy and Related sub policies as listed therein
- 7.6 027-PP-MGS Code of Conduct Policy & Procedure
- 7.7 004-PP-MGS Student Discipline and Misconduct Policy
- 7.8 003-PP-MGS Complaints and Appeals Policy
- 7.9 080-PP-MGS Younger Overseas Students Policy

8.0 Revision History

Rev.	Date	Description of modifications
1.	28/05/2009	<p>Original Policy Draft</p> <ul style="list-style-type: none"> Transport audit tool to be developed Routes audit tool to be developed

Rev.	Date	Description of modifications
		<ul style="list-style-type: none"> Movement of Students Risk Management Program Table to be developed
2.	31/05/2013	Update OH&S to WH&S
3.	16/04/2014	Replaced BOS with BOSTES
4.	30/03/2016	Roles and Procedures
5.	27/03/2023	Reviewed Terminology, Roles and Procedures