



DORROUGHBY ENVIRONMENTAL EDUCATION CENTRE

CARE & SUPERVISION POLICY

Dorroughby Environmental Education Centre is a residential facility/day Centre for on-site/off-site fieldwork in Environmental Education. Centre accommodation is 36 students but larger groups can be accommodated. As a Department of Education and Training Site, Centre and visiting staff are bound by a Duty of Care in regard to the care and supervision of children.

The Environmental Education Centre is classified Grade 1, being staffed by a Full-Time Teaching Principal and a Part-Time Teacher, Senior School Assistant, General Assistant and Cleaner. Casual teachers are employed on a regular basis to meet the demand for programs.

Centre staff are trained and responsible for:

- program formation and development in line with syllabus outcomes
- emergency procedures / field trip risk management guidelines
- orientation of Centre facilities highlighting boundaries, out of bounds areas, catering systems, toilet and emergency procedures at the Centre.
- student movement during and after lessons in conjunction with visiting staff. Children whose behaviour causes concern for reasons of individual or group safety are ultimately the responsibility of the visiting teacher-in-charge and may be removed from the activity. All actions are taken in consultation with the visiting staff.

Visiting Staff are responsible for:

- Ensuring risk management guidelines are approved by their own schools' principal
- Supervision during student travel times to the Centre and booking of travel
- Advising Centre staff of students medical conditions including special needs prior to the commencement of activities
- The behaviour management of students during the visit and providing support to students during lessons.
- Ensuring all orientation, procedures, medical and emergency policies are followed (particularly out of bounds areas).
- Student supervision during recess and lunch

Overnight Supervision Responsibilities

- **Centre staff are not required to stay overnight** but must ensure groups have accredited adults and a gender mix for co-ed students. This is done after prior liaison with visiting staff. Dorroughby EEC recommends a ratio of 3 adults per 30 students (all supervisors do not need to be teachers). At least one teacher must be trained in first aid.
- Visiting staff are responsible for supervision before 9:00AM and after 3.30PM (unless negotiated with Centre staff).

DoE POLICIES

Please note the following points from

a) DoE Excursions Policy Implementation Procedures

- 4.2.1 The number of teachers to accompany the students for each excursion is to be determined by the visiting school's principal. Decisions about the number of students and teachers should take into account factors such as the age of the students, their maturity, the location of the excursion, specific needs of students, anticipated behaviour and the nature of the activities to be undertaken.
- 4.3.2 For coeducational groups, male and female staff supervisors are required. Schools experiencing difficulties in meeting this requirement should consult their Director, Public Schools NSW.

b) Memoranda Excursions and Other Visits 97/137 (S.129) and Cruelty to Animals (96/169).

As a guide to principals and teachers-in-charge, it is recommended that the adult supervisor to student ratio not exceed 1:15. For extended walks, the recommended ratio is 1:10. Principals and organising teachers should take into account such factors as age, experience and maturity of the students; environmental concerns; difficulty of the terrain and other challenges likely to be encountered; experience of the adult supervisors.