



SOPHIA
MUNDI

Steiner Education and IB World School

Offsite Activities Policy

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1. Policy scope

The application of this policy is relevant to the governing board, principal and to school staff, students and parents involved in planning and participating in activities, camps, excursions, work experience and exchanges.

2. Policy objectives

Sophia Mundi Steiner School (SMSS) offers a wide range of activities, camps, excursions, work experience and exchanges for students as an integral part of their learning experience.

This policy objective aims to set out the framework within which activities; camps, excursions, work experience and cultural exchanges are conducted.

These objectives are covered in detail in Sophia Mundi's Offsite activities Management Procedures.

3. Policy Statement

Activities, camps, excursions, work experience and exchanges arranged by the school have an educational purpose. The school believes that these experiences supplement, enrich and extend students' learning.

The activities, camps, excursions, work experience and exchanges offered and arranged by the school are fully integrated within the curriculum.

The school is committed to ensuring the activities, camps, excursions, work experience and exchanges are inclusive; the school ensures such experiences will increase a sense of belonging for all students, including those from differing economic, disability, cultural, religious and linguistic backgrounds.

The school endeavours to maintain a reasonable balance in the activities, camps, excursions, work experience and exchanges it offers to students, bearing in mind the potential impact of such experiences on the taught curriculum, on parents' financial outlay and on the additional contributions made by staff.

All activities, camps, excursions, work experience and exchanges will be age-appropriate.

This policy is provided to assist teachers in meeting their duty of care responsibilities to students. As such, this policy must be read in conjunction with the school's Duty of Care policy. Other relevant policies include (but not limited to) the Emergency and Critical Incident, Mobile Phone, Behaviour Management.

4. Policy requirements

Sophia Mundi employees, students, visitors, volunteers and contractors are required to act in accordance with relevant legislation:

- *Children, Youth and Families Act 2005*
- *Education and Training Reform Regulations 2007*
- *Education and Training Regulations 2017*
- *Australian Education Amendment Act 2017*
- *Equal Opportunity Act 1995*
- *Education and Training Reform Act 2006*
- *Victorian Registration and Qualifications Authority Minimum Standards: mandated registration requirements*

- *Child Safe Standards legislation*
 - a. Child Wellbeing and Safety Act (Vic)
 - b. Ministerial Order 870 January 2016 (Vic)
 - c. Crimes Act 1958 (amended) (Vic)
 - d. Betrayal of Trust Report 2014 (Vic)
 - e. Working With Children Act 2005 (Vic)
 - f. Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic).
- *Equal Opportunity legislation*
 - g. Equal Opportunity Act 2010 (Vic)
 - h. Disability Discrimination Act 1992
 - i. Disability Standards for Education 2005
- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Privacy Act 1988 (Cth.)*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.)*

5. Policies and procedures to be read in conjunction with this policy

- SM Offsite activities – management procedures
 - Note 3.5 Sophia Mundi has clearly defined procedures for the approval of the different types of activities undertaken by the school.
 - high risk activities and overseas trips should require the approval of the governing body
- Student Engagement Policy ^[1]_{SEP}
- Equal opportunity, Anti-Bullying and Anti-harassment Policy ^[1]_{SEP}
- SM Positive Learning Strategy – Policy and procedures
- SM Duty of Care policy
- The SM Emergency and Critical Incident
- Mobile Phone policy