



GREENING OF RIDDELL

Work health and safety guidance note:

WORKING WITH SCHOOLS

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Associated risks:

Assault of students and/or staff, allegations of improper behaviour levelled at Group participants, tool or equipment injury to students and/or staff.

WHAT CAN BE EXPECTED OF A SCHOOL

Whenever an organised school group participates in an activity with a community based NRM group, it can reasonably be assumed that the school is in compliance with the guidelines relating to school excursions that are laid down by the Department of Education and Training Victoria.

In general terms these guidelines require that schools exercise their 'duty of care' by:

- Preparing students for the excursion; putting the excursion in a curriculum context and ensuring that students are appropriately dressed for the activities to be undertaken.
- Obtaining parental permission for students to participate in the activity.
- Staffing the excursion at a level that provides an appropriate staff-student supervision ratio. (This will vary according to the location, the age of the students and the activities involved.)
- Taking responsibility for the general discipline and supervision of the students, including the monitoring of students with special needs (including pre-existing medical conditions) and administering first aid.
- Providing an appropriate first aid kit. (The group must also have a first aid kit that is ap-

propriate for the staff and volunteers involved.)

- Teachers will ensure that students are accounted for during and after the excursion.

WHAT SCHOOLS CAN EXPECT OF GoR

Any joint activity involving GoR and school children is more likely to be successful when there is clear and timely communication between the parties involved; in simple terms, being clear about who is doing what.

Schools can reasonably expect GoR to assist this process by:

- Complying with any State Government requirements in relation to police checks and Working with Children Checks.
- Ensuring the school receives in advance, accurate information regarding the project objectives, the time and the location of the activity if it is being organised by GoR.
- Advising the school regarding any locational or activity related risks, including advice on appropriate clothing and footwear before activity.
- Confirming that GoR's expectations (above) will be met.
- Ensuring that GoR volunteers are neat and professional in appearance and conduct, engendering a sense of confidence and credibility. (All activities involving students will be **no smoking** as per Government regulations.)
- Displaying good quality signage, as appropriate and available.

Approved by: Heather McNaught, President, Lyn Hovey, Secretary & GoR Committee

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- Meeting the school on arrival, and providing a project and safety briefing based on a standard risk assessment. This may involve separate briefings with teachers before the excursion and students during excursion.
- Ensuring that all tools are appropriate and in good condition.

Risk Management Strategies

- Do not allow any volunteer to be alone with a student or young person
- Ensure tools or personal belongings are not left in unsecured, unsupervised areas
- Insist that at least one teacher remain present at all times
- Observe sign in/sign out procedures required by the school and observe the rules, laws and standards that apply to the school