



**ST ANDREW'S
CATHEDRAL
SCHOOL**

Founded 1885

*St Andrew's Cathedral School: with God's care and in His strength,
nurturing individuals into a community of learning in partnership with
the Cathedral and the City, preparing to meet the future*

**CHILD PROTECTION
STUDENT TOURS & BILLETING**

**POLICY & PROCEDURES
DOCUMENT**

February 2005

Policy Number 4.1.5.1

FOREWORD

St Andrew's Cathedral School has a responsibility to both the children placed in its care and the families of those children to ensure that the children are protected whilst in our care.

It is essential that all staff members make themselves aware of this policy and adhere to its guidelines.

Phillip Heath
Head of School

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EXECUTIVE SUMMARY

POLICY NUMBER	4.1.5.1
POLICY DESCRIPTOR	Child Protection - Student Tours & Billeting
POLICY OBJECTIVE:	To ensure that all students learn in a safe environment, free from physical, emotional and sexual abuse.
POLICY DEFINITION:	The Child Protection (Prohibited Employment) Act 1998, seeks to prevent any 'prohibited' person from working with children. The Child & Young Person (Care & Protection) Act 1998 defines what constitutes a child at risk of harm and sets out the manner in which staff and management in schools must respond when they have reasonable grounds to suspect that a child is at risk.
PROCEDURE:	Refer to the Code of Conduct for Students, Supervisors and Tour Leaders.
ASSOCIATED POLICIES:	Child Protection Policy 4.1.5 Occupational Health & Safety Policy 4.8
DATE:	February 2005
VERSION:	Final
APPROVED BY:	School Council Date: March 2005
REVIEW DATE:	December 2006

POLICY STATEMENT

St Andrew's Cathedral School is committed to ensuring that its students learn in a safe environment, free from physical, emotional and sexual abuse.

The School will respond to any reports in line with the relevant legislation.

RESPONSIBILITIES

SCHOOL COUNCIL

All policy is under the governance of the School Council. They determine our policies and establish criteria for compliance.

HEAD OF SCHOOL

The Head of School has a responsibility to articulate the School's attitude to Child Protection issues at St Andrew's Cathedral School in appropriate guideline documents such as this document. The Head of School is to be the sole point of contact for response to media enquiries.

THE SCHOOL EXECUTIVE

The School Executive is responsible for:

- Ensuring that employees are aware of and understand the policy.
- Monitoring and, where necessary, enforcing policies, and
- Providing leadership by example.

DEPUTY HEAD OF SCHOOL

- Implement training for all new staff as part of the SACS Induction Program (Teaching)
- Re-produce the Child Protection Policy and Procedures' document and ensuring each and every member of staff is issued with one.
- Implement training for all staff.
- Provide the Tour Leader with a Tour Leader Kit (See Appendix B)
- Responsible for all matters contained within the Child Protection Policy and Procedure document which relate to the staff and students of the School and their adherence to the procedures contained therein.
- Co-ordinate the development and implementation of Child Protection procedures in all areas of the School.

THE DIRECTOR OF STUDENT SERVICES

- Responsible for engendering a commitment to the values espoused by this policy and to administer the policy to both staff and students.
- Review of document each term for practical and operational matters in liaison with the School Counsellor, Deputy Head of School, Head of Primary and Business Manager.

TOUR LEADER/HOST

- Responsible to brief staff/tour supervisors of the School's Child Protection Policy with special reference to Policy Number 4.1.5 and 4.1.5.1
- Ensure that the tour staff and supervisors adhere to the guidelines stated in this Policy.

EMPLOYEES

All employees share a responsibility to ensure:

- They have read and understood the Child Protection Policy and Procedures document
- They lead by example to students and other members of the School community

REVIEW OF DOCUMENT

This document will be reviewed by the School Executive regularly.

CODE OF CONDUCT - STUDENTS

The Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998, are not applicable to people engaged in child-related employment outside of NSW according to the Commissioner for Children and Young People. It is therefore not a requirement that screening be undertaken for host families billeting children interstate or overseas. However a '**Code of Conduct**' outlining the expectations of all parties involved, ie: billets and host families would assist in establishing standards of behaviour .

- 1 Generally, there will be a ratio of 7:1 students to supervisors on all extended tours. Each tour should have a minimum of 3 supervisors. A tour should aim for a minimum of 20 students.
- 2 Where possible, students will be billeted at least in pairs, and will each have his/her own bed. They will be given a contact phone number **for all Supervisors** each night.
- 3 Students will be instructed to report to the Tour Leader or Supervisor if they have any concerns or feel unsafe or experience anything inappropriate with any aspect of their billeting situation.
- 4 Each day a designated Supervisor will enquire of each child about their billet and these enquiries and responses will be recorded. Students will be removed from host family's home if the Tour Leader feels such action is warranted.
- 5 Before departing on the Tour, each student will be instructed and reminded of manners and etiquette when on tour and the Tour Leader will be responsible for handing out a printed version of these instructions.

When our School community provides billets, host families will be asked to sign the relevant Child Protection Declaration.

CODE OF CONDUCT – TOUR LEADERS

The School will appoint a Tour Leader and the supervisors are responsible to that Tour Leader.

Tour leaders will be responsible for:

PRE-TOUR

- Updating student lists/home phone numbers/relevant personal and medical details to use as a checklist whilst on tour.
- Preparing host family lists for parents of students attending tour.
- Liaising with School and Tour Company regarding acquisition of appropriate means of communication for each Supervisor, eg mobile phone, phone card.
- Arranging for a detailed itinerary and tour guidelines including contact numbers for distribution to Supervisors/Students/Parents/School.
- Instructing students on situations they are likely to encounter and how to deal with these situations.
- Encouraging students to access reverse charge facilities for use of phones while on tour.
- Arranging for ONE School contact who becomes the first point of call for Parents. This contact will be able to set into action a chain of information if/when necessary.
- Allocating each Supervisor to a group of students.
- Advising Supervisors in their role regarding Child Protection.
- Preparing plan of action if/when concerns arise regarding student well being.
- Ensuring each adult on the tour will be required to sign the appropriate declaration re prohibited persons.
- Preparing relevant Safety Guidelines.
- Completing a Risk Analysis.

ON TOUR

- Ensuring that each host family has itinerary including contact numbers
- Ensuring that each student has a list of phone numbers for Supervisors including mobiles and place of residence
- Allowing students to be in regular contact with parents – allow use of mobiles if necessary
- Ensuring Supervisors are in daily contact with their allocated students and fill in proforma daily
- Making contact with the student before further action is taken – all actions are to be recorded
- Liaising regularly with Tour Operator
- Making regular contact with School Contact detailing any changes to itinerary and such other matters which maybe necessary
- Having a contingency plan for medical emergencies – needs knowledge of local medical facilities.
- Ensuring appropriate medical details are provided to host families.

CODE OF CONDUCT - SUPERVISORS

Each supervisor will be responsible for:

PRE-TOUR

- Obtaining updated student lists/home phone numbers/relevant personal and medical details from the Tour Leader.
- Meeting with, and getting to know, his/her allocated group.
- Becoming familiar with the detailed itinerary obtained from the Tour Leader.
- Ensuring they have access to an appropriate means of communication, ie, mobile phone, phone card.
- Obtaining a list of appropriate contact numbers.
- Knowing the Child Protection Policy.
- Obtaining the relevant safety guidelines for the Tour.
- Being aware of the plan of action if/when concerns arise regarding student well being.

ON TOUR

- Ensuring that each student in his/her allocated group has knowledge of appropriate contact numbers at any time during the tour.
- Making daily verbal contact with EVERY student in his/her allocated group and record on the proforma.
- Contacting the Tour Leader immediately if any concerns arise regarding a student's well being.
- Liaising daily with the Tour Leader.
- Ensuring appropriate medical details are provided to host families.

RECOMMENDED CODE OF CONDUCT - HOST FAMILY

1. Students will be billeted at least in pairs, where possible, and will each have their own bed.
2. Students will need to be provided with breakfast and any other meal as per arrangement.
3. Students are to accept phone calls and be in contact with their supervisor on a daily basis.
4. Students are to be allowed to contact their supervisor should there be any problems.
5. Students are required to keep their rooms tidy and be responsible for their personal belongings.
6. Students can be involved in assisting with light household duties such as washing up, setting the table and cleaning up after the meal.

CONCLUSION

These Policy and Procedure guidelines provide an essential framework in the vital matter of safety to our students. I commend it to the St Andrew's Cathedral School community.

Phillip Heath
Head of School

APPENDIX A – Tour Leader’s Kit

Deputy Head of School to advise details of this section.

APPENDIX B - TOUR LEADER’S CHECKLIST

PRE-TOUR

- Updating student lists/home phone numbers/relevant personal and medical details to use as a checklist whilst on tour.
- Preparing host family lists for parents of students attending tour.
- Liaising with School and Tour Company regarding acquisition of appropriate means of communication for each Supervisor, eg mobile phone, phone card.
- Arranging for a detailed itinerary including contact numbers for distribution to Supervisors/Students/Parents/School.
- Instructing students on situations they are likely to encounter and how to deal with these situations.
- Encouraging students to access reverse charge facilities for use of phones while on tour.
- Arranging for ONE School contact who becomes the first point of call for Parents. This contact will be able to set into action a chain of information if/when necessary.
- Allocating each Supervisor to a group of students.
- Advising Supervisors in their role regarding Child Protection.
- Preparing plan of action if/when concerns arise regarding student well being.
- Ensuring each adult on the tour will be required to sign the appropriate declaration re prohibited persons.
- Preparing relevant Safety Guidelines.
- Completing a Risk Analysis.
- Ensuring that a first aid kit is available.

ON TOUR

- Ensuring that each host family has itinerary including contact numbers.
- Ensuring that each student has a list of phone numbers for Supervisors including mobiles and place of residence.
- Allow students to be in regular contact with parents – allow use of mobiles if necessary.
- Ensuring Supervisors are in daily contact with their allocated students and fill in proforma daily.
- Ensuring that if any concerns arise the Tour Leader will make contact with the student before further action is taken – all actions are to be recorded.
- Liaising regularly with Tour Operator.
- Making regular contact with School Contact detailing any changes to itinerary and such other matters which maybe necessary.
- Having a contingency plan for medical emergencies – needs knowledge of local medical facilities.
- Ensuring appropriate medical details are provided to host families

APPENDIX C SUPERVISOR'S CHECKLIST

- Obtaining updated student lists/home phone numbers/relevant personal and medical details from the Tour Leader.
- Meeting with, and getting to know, his/her allocated group.
- Becoming familiar with the detailed itinerary obtained from the Tour Leader.
- Ensuring they have access to an appropriate means of communication, ie, mobile phone, phone card.
- Obtaining a list of appropriate contact numbers.
- Knowing the Child Protection Policy.
- Obtaining the relevant safety guidelines for the Tour.
- Being aware of the plan of action if/when concerns arise regarding student well being.
- Ensuring that each student in his/her allocated group has knowledge of appropriate contact numbers at any time during the tour.
- Making daily verbal contact with EVERY student in his/her allocated group and record on the proforma.
- Contacting the Tour Leader immediately if any concerns arise regarding a student's well being.
- Liaising daily with the Tour Leader.

School Tour Daily Verbal Contact Proforma

School Tour _____

Tour Dates _____

Tour Leader _____

Supervisor _____

Key	Accommodation	1 - Good	State of Health	1 - Good	Concerns	N - No	Note: Should a 3 or Yes appear in any column, the tour leader must be informed and an incident report completed.									
		2 - Average		2 - OK		Y- Yes										
		3 - Poor		3 - Sick												
Student Name	Day 1/6	Date:	/ /	Day 2/7	Date:	/ /	Day 3/4	Date:	/ /	Day 4/5	Date:	/ /	Day 5/10	Date:	/ /	
	Accom	Health	Concerns	Accom	Health	Concerns	Accom	Health	Concerns	Accom	Health	Concerns	Accom	Health	Concerns	
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

Comments

Supervisor's Signature _____

Date: _____