

## **MONTAGUE CONTINUING EDUCATION CENTRE**

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South Melbourne 3205  
Tel 03 9690 3535



# **OFF-CAMPUS COURSES WITH AN EXTERNAL PROVIDER POLICY**

### **Statement of Purpose:**

Senior Montague students are often enrolled in off-campus courses, and are sometimes encouraged to travel independently to them. This policy addresses considerations in the planning and implementation of these programs

### **Statement of Commitment to Child Safety:**

As part of our commitment to the safety and wellbeing of young people we recognise the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of young people, and enables them to thrive in their learning and development.

Montague staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

All external providers are informed of this commitment with the expectation that they will embrace it.

### **Policy and Procedures:**

Senior Montague students who are enrolled in off-campus courses are to be accompanied by a Montague staff member until they are competent and confident to travel independently. In consultation with the external provider, Montague staff will undertake the following:

- Documentation for enrolment is completed and informed consent is signed by parents and students before commencement, including relevant medical information and Behaviour Plans if required
- Training venues are assessed and selected on the basis of their suitability for the proposed activities
- The educational purpose of the course and its contribution to the curriculum is taken into account.
  - Safety, emergency and risk management considerations are addressed as per policy
  - Adequate staffing and supervision is provided.
  - Relevant student medical information is provided.
  - Students are prepared for the training so they know what to expect and the behaviour that is expected of them.

**Policy evaluation and review:**

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents/carers, the school community and relevant external providers.

This policy was last ratified by School Council

**September  
2016**

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