

## **OUT OF SCHOOL LEARNING POLICY**

### **1. Definitions**

*Out of School Learning and Training Programs* are those which place students in work environments as part of Work Experience accredited programs, School Based Traineeships or Apprenticeship programs and School Apprenticeship Link programs. *Host Employer* or authorised delegated officer of the business where the student is placed and may or may not be the host trainer.

### **2. Principles**

- 2.1** Catholic schools are involved in learning, training and other educational contexts in physical settings beyond the school environment.
- 2.2** The Principal and Staff are responsible for ensuring that duty of care requirements are in place when students are involved in out of school learning and training programs.
- 2.3** Principals and Host Employers share a responsibility for ensuring adequate supervision and safety for students in the work place.
- 2.4** Parents have a responsibility to provide relevant information when their child is attending out of school learning and training programs.

### **3. Procedures**

- 3.1** Teaching staff shall take reasonable care for the safety and welfare of students whilst students are involved in Out of School Learning and Training Programs.

**3.2** Planning for Out of School Learning and Training Programs shall be in accordance with *Out of School Learning and Training – Processes and Procedures for Catholic Schools in Western Australia* and shall cover:

- any medical or special requirements of participants
- communication strategies and emergency response procedures
- insurance cover
- transport arrangements
- preparation/induction of students
- assessment of student capacity
- risk assessment/minimisation, and
- record keeping.

**3.3** Schools shall adhere to the regulations pertaining to specific industries and the placement of minors in work environments.

**3.4** During the course of the Out of School Learning and Training Program a report shall be submitted to the Principal by the staff member of the Out of School Learning and Training program if a student:

- suffered an injury
- experienced ill health
- was involved in an incident which was related to student discipline or safety, and/or
- was involved in any other serious consequence.