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## Visiting Teacher Details

School: \_\_\_\_\_

Program Date: \_\_\_\_\_

Teachers Name: \_\_\_\_\_

Qualified Teacher: Yes  No

Teaching Areas: \_\_\_\_\_

Previous Rubicon Experience: Yes  No

Experience in Outdoor Education or other Qualifications:

Bushwalking

Canoeing

High Ropes

Mountain Biking

Rock Climbing

Please Elaborate (including details such as location and age of participants):

\_\_\_\_\_  
\_\_\_\_\_

Bronze Medallion: Yes  No

Current First Aid: Yes  No

Please detail: \_\_\_\_\_

Bus Licence: Yes  No

## VISITING TEACHER MEDICAL INFORMATION [CONFIDENTIAL]

*This information is intended to assist the school in the case of any medical emergency. All information is held in confidence.*

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_  
**School:** \_\_\_\_\_ **D.O.B:** \_\_\_\_\_  
**Gender:** \_\_\_\_\_ **Name & Address of Family Doctor:** \_\_\_\_\_  
**Medicare No:** \_\_\_\_\_ **Medicare Card Expiry date:** \_\_\_\_\_  
**Private Health Insurance:**  Yes  No (if yes, member number): \_\_\_\_\_  
**Ambulance Member:**  Yes  No (if yes, member number): \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
**Primary Emergency Contact:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_  
**Home Ph:** \_\_\_\_\_ **Work Ph:** \_\_\_\_\_ **Mobile Ph:** \_\_\_\_\_  
**2nd Emergency Contact:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_ **Ph:** \_\_\_\_\_

| ✓ | ITEM                   | DETAILS |
|---|------------------------|---------|
|   | Diabetes               |         |
|   | Dietary Requirements   |         |
|   | Dizzy Spells/Blackouts |         |
|   | Epilepsy               |         |
|   | Hay Fever              |         |
|   | Heart Condition        |         |
|   | Migraines              |         |
|   | Sleepwalking           |         |
|   | Travel Sickness        |         |
|   | Previous Injuries      |         |
|   | Physical Difficulties  |         |
|   | Bed Wetter             |         |
|   | Other                  |         |

**Please tick the box on the left if you suffer from any of the following AND attach appropriate documentation:**

|  |                    |  |
|--|--------------------|--|
|  | Anaphylaxis        | If ticked, you <b>MUST</b> provide an action plan for Anaphylaxis        |
|  | Allergic Reactions | If ticked, you <b>MUST</b> provide an action plan for Allergic Reactions |
|  | Asthma             | If ticked, you <b>MUST</b> provide an action plan for Asthma             |

Action plans for Anaphylaxis, Allergic Reactions and Asthma can be found at <http://rubicon.vic.edu.au/forms/>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## *Rubicon Outdoor Centre*

# Child Safe Code of Conduct

Rubicon Outdoor Centre is committed to the safety and wellbeing of children and young people. Our school community recognises 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 children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal and school leaders of Rubicon Outdoor Centre will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Rubicon Outdoor Centre will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.



## *Rubicon Outdoor Centre*

**All Staff and Volunteers MUST read and sign this code of conduct.**

All staff, volunteers and council members of Rubicon Outdoor Centre are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

All personnel of Rubicon Outdoor Centre are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- adhering to Rubicon Outdoor Centre's child safe policy at all times and upholding Rubicon Outdoor Centre's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child
- reporting any allegations of child abuse to Rubicon Outdoor Centre's Child Safety Officers the Campus Principals or Principal and ensure any allegation to reported to the police or child protection
- reporting any child safety concerns to Rubicon Outdoor Centre's Child Safety Officer the Campus Principals or Principal.
- if an allegation of child abuse is made, ensure as quickly as possible that the child or children are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.



## Rubicon Outdoor Centre

### Staff and volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps. Sitting on laps could be appropriate sometime, for example while reading a storybook to a small child in an open plan area)
- put children at risk of abuse (for example, by locking doors)
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- have contact with a child or their family outside of our organisation without our child safety officer's knowledge and/or consent (for example, no babysitting). Accidental contact, such as seeing people in the street is appropriate)
- have any online contact with a child or their family (unless necessary, for example providing families with e-newsletters)
- ignore or disregard any suspected or disclosed child abuse.
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to your **Principal, Campus Principal** or the **Child Safety Officer**.

*If you believe a child is at immediate risk of abuse phone 000.*

I agree to adhere to this Code of Conduct:

Name: .....

Signature: .....

Date: .....