
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 MUST provide an action plan for Anaphylaxis
	Allergic Reactions	If ticked, you MUST provide an action plan for Allergic Reactions
	Asthma	If ticked, you MUST 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 School

Child Safety Code of Conduct



Help for non-English speakers

If you need help to understand the information in this policy please contact Rubicon Outdoor School 03 5773 2285

Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Rubicon Outdoor School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

Acceptable behaviours

As Rubicon Outdoor School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Rubicon Outdoor School commitment to child safety at all times and adhering to our Child Safety Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the assistant principal.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our Child Safety Responding and Reporting Policy and procedures found at www.rubicon.vic.edu.au and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As Rubicon Outdoor School, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- 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 schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

Breaches to the Child Safety Code of Conduct

All Rubicon Outdoor School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Rubicon Outdoor School Child Safety Code of Conduct must be reported to the principal.

If the breach or suspected breach relates to the principal, contact North Eastern Regional Office 1300 333 231

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code to your **Principal or the Assistant Principal**

I agree to adhere to this Code of Conduct:

Name:

Signature:

Date: