



NEAA Student Conference

Staffing Protocols

Students attending a Presentation Conference under the auspices of the NEAA will be provided with such care and supervision as to ensure their safety, well-being and comfort. Appropriate supervision and support of students is an expression of true hospitality which is a valued part of the legacy of Nano Nagle.

Teachers responsible for supervising students will seek to ensure that the Conference is an enjoyable and valuable experience and to this end will actively engage with students across a wide range of activities and participate enthusiastically in the Conference Program.

All schools sending students to a Presentation Student Conference will send at least one accompanying teacher, who will undertake supervision responsibilities during the Conference. The Host School will allocate as many staff as are required, with accompanying teachers, for the organisation and supervision of students at the Conference.

Accompanying teachers will have the primary responsibility for the safety, care and well-being of students from their own school. Accompanying teachers will be cognisant of all policies of their own school in relation to the supervision of students on excursions and will at all times comply with such policy. Accompanying teachers will also be familiar with any individual physical or mental health issues of students from their school about which they may need to exercise particular attention.

Accompanying teachers will travel with students to and from the Conference Host School at the beginning and end of the Conference; they will also supervise student travel to and from all Conference events and venues. Where students are accommodated off-site (e.g. hotels) accompanying staff will be responsible for arranging transport and supervising students to and from accommodation to Conference venues.

Where students are to be billeted with families, accompanying staff will ensure that these arrangements are in place. They will also ensure that their students and the parents/guardians, who are billeting their students, have the mobile phone number of the accompanying staff member.

The host school will have primary responsibility for the supervision of students from the host school.

In the event that students are sleeping on-site (in school boarding facilities or in a camp-site) the Conference Organiser will allocate staff for supervision, bearing in mind the primary responsibility of accompanying staff for their own students.

All attending staff from the host and visiting schools ('Conference Staff') will share general responsibility for the supervision and care of all students participating in the Conference. This responsibility is additional to the primary responsibility they exercise for students from their own schools.

The Conference Organiser, as delegated by the Principal of the host school, will ensure that all Conference Staff are advised of the Conference Program details, of travel within the Conference Program, and of activities that may incur particular risks (e.g. swimming, bushwalking, orienteering).

The Conference Organiser will allocate Conference Staff in such a way as to ensure:

- adequate and appropriate supervision at all times, based on a risk analysis of particular events within the Conference Program;
- a fair and equitable allocation of supervision duties;
- a reasonable amount of time free from supervision for all Conference Staff.

All Conference Staff will carry a mobile phone at all times.

Conference Staff will ensure that the phone numbers of: the host school; the Conference Organiser; all other Conference Staff; their own school; parents/guardians where their students are being billeted; and of parents/guardians of students from their own schools are recorded in their phone contacts/address book.

All Conference Staff will be liable for supervision of students during evening activities, as allocated (above) by the Conference Organiser.