



## POLICY

### Out of School Activities

|                       |  |
|-----------------------|--|
| <b>Scope (Staff):</b> | Community health staff – School health |
| <b>Scope (Area):</b>  | CAHS-CH                                |

#### Child Safe Organisation Statement of Commitment

CAHS commits to being a child safe organisation by applying the National Principles for Child Safe Organisations. This is a commitment to a strong culture supported by robust policies and procedures to reduce the likelihood of harm to children and young people.

This document should be read in conjunction with this [disclaimer](#)

#### Aim

To ensure that staff maintain safe and consistent practice when managing requests to participate in out of school activities.

#### Risk

Without a clearly defined scope, the nurse may be asked to participate in out of school activities that may have implications for workload, safety and cost.

#### Background

School Health Services, both primary and secondary aim to be flexible and adaptable within the limits of the resources available, to respond to the health needs of children and young people in schools.

#### Key points

- The School Principal should be advised of this policy at the beginning of the school year.

#### Activities during normal working hours

- Child and Adolescent Community Health (CAHS-CH) does not support Community Health Nurses (CHNs) participating in out of school excursions and events which are organised and run by schools during normal working hours.
  - Working hours for Community Health Nurses are between 08:00 – 18:00 Monday – Friday.<sup>1</sup>

- If the school requests the participation of a CHN in an out of school excursion and events during normal work hours the CHN will:
  - Discuss the request with the Clinical Nurse Manager (CNM) if they consider there are exceptional circumstances that warrant their participation.
  - If considered exceptional circumstances, approval must be granted in advance by the CNM.
  - If it is seen appropriate for the CHN to attend, ask the School Principal for a written request for the CHN to participate, including activity details and rationale for CHN involvement.
- The decision of the CNM is final. The CHN/CNM is to respond to the Principal's request in writing.

**Out of hours activities**

- CAHS-CH does not support CHNs participating in out of school excursions, (including school camps) and events which are organised and run by schools outside of normal work hours.
- If the CHN decides to participate in such activities, they will do so as a Department of Education (DOE) volunteer, and not as a WA Health employee
- If the school requests the participation of a CHN in an out of school, out of hours excursion, the CHN is required to;
  - Advise the CNM of their intention to participate in an out of school, out of hours excursion, as a DOE volunteer
  - The CHN is not entitled to remuneration or reimbursement of expenses and will not accrue time in lieu whilst participating in out of school, out of hours activities as a DOE volunteer.


| References |  |
|------------|--|
| 1.         | The Western Australian Industrial Relations Commission. WA Health, ANF, Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses, Industrial Agreement 2018. 2018 |

| Related policies, procedures and guidelines   |
|---|
| The following documents can be accessed in the <b>Clinical Nursing Manual</b> via the <a href="#">HealthPoint</a> link, <a href="#">Internet</a> link or for WACHS staff in the <a href="#">WACHS Policy</a> link |
| School-aged health service  |
| School-aged health service- primary   |
| School-aged health service- secondary   |

| Related CAHS-CH resources  |
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| The following resources and forms can be accessed from the <a href="#">CAHS-Community Health Resources</a> page on HealthPoint |
| <a href="#">MOU between DOE, CAHS and WACHS for the provision of school health services 2020-2021</a>                          |

| Related external resources   |
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| <a href="#">Safety and Welfare policy suite (Department of Education, Western Australia)</a>   |
| <a href="#">WA Health, ANF, Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses, Industrial Agreement 2018</a> |

This document can be made available in alternative formats on request.

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|-----------------------|---|-------------------|--------------|
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| Standards Applicable: | NSQHS Standards: <br>Child Safe Standards: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 |                   |              |

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