



Blackwood Special Schools Outdoor Education Centre

Post Office, Blackwood, Victoria, 3458, Australia

Phone: (03) 5368 6768 Fax: (03) 5368 6835

E-mail: blackwood.specialschools.oec@education.vic.gov.au

Internet: www.blackwoodssoec.vic.edu.au



Campus of:- **Frankston Special Developmental School**

Member of:- **Residential Outdoor Schools Association (ROSA)**

BLACKWOOD & VISITING STAFF ROLES & RESPONSIBILITIES

This document is designed to support your role as a Visiting Staff (VS) teaching team at Blackwood Special Schools Outdoor Education Centre (Blackwood) during your visit.

STAFF RESPONSIBILITIES

ALL STAFF (includes Blackwood & Visiting Staff)

- **ALL** staff at Blackwood **MUST** adhere to and comply with all Victorian Child Safe Laws and Department of Education Child Safe Guidelines and recommendations **AT ALL TIMES**
- To accept, follow and implement Blackwood Policies.
- Blackwood Policies can be found at:- <https://www.blackwoodssoec.vic.edu.au/our-school/about-us/policies>
- Are to dress appropriately at all times suitable for lessons being implemented and the environment lessons are being conducted in. The Blackwood environment and weather pattern is different to most Victorian locations, therefore, Visiting Staff should be prepared for variations of temperatures in all seasons
- Are reminded to use eduSafe to report any work related injuries that individual staff may sustain as part of their teaching work/visit whilst at Blackwood
- All qualified first aid staff for the administering and treatment of first aid incidents along with accidents/incidents and near misses in consultation with Blackwood Staff
 - Blackwood Campus Principal **MUST BE** notified of any emergency **ASAP** – 0439 686-768

BLACKWOOD STAFF ONLY

Blackwood Staff are responsible for:

- Conducting programmed lessons in accordance with the Blackwood Curriculum
- The maintenance, upkeep, storage, cleaning and presentation of all Blackwood:-
 - Facilities
 - Grounds
 - Onsite Education Learning Spaces
 - Curriculum Equipment
 - Plant & Equipment

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- The choice of and suitability of learning spaces and equipment
- To prepare and support Visiting Staff to implement programmed lessons that are not supervised by Blackwood Staff
- Being appropriately trained in First Aid and carry First Aid Kits whilst implementing lessons
- The reporting of first aid incidents along with accidents/incidents and near misses
- In consultation with Visiting Staff provide a program plan 6 weeks prior to arrival

VISITING STAFF

Visiting Staff are responsible for **ALL** of the following areas:

- **ALL** Paperwork and documentation required for students to participate in a program at Blackwood including but not limited to:-
 - DET required documentation
 - Completion of the DET online Student Activity Locator:-
 - <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/sal.aspx>
 - School specific documentation
 - School Principal/Council documentation
 - Blackwood documentation including Parent/Guardian Consent Forms
 - Distribution of paperwork to parents/guardians
 - Distribution of paperwork to participating students
 - Allocation of student bedrooms/tents
 - Under no circumstances are unisex rooms/tents to be allocated throughout any Blackwood Program
 - It is accepted by **ALL** that with some student cohorts, for supervision or medical needs, visiting staff may need to stay in student bedrooms
 - Under no circumstances are male staff to stay in any female bedrooms
 - Supervision: As a Visiting Staff member you are on duty most of the time at Blackwood either via supporting the delivery of curriculum, or in charge of students during non-lesson times, which includes but is not restricted to:-
 - Duty roles
 - Playground Usage
 - Ga-Ga Pit Usage
 - Meal Times
 - Evenings
 - Accommodation Facilities including bedrooms, bathrooms, kitchen, laundry
 - Overnight
 - Offsite Activities
- Student supervision during these times is to be assigned & co-ordinated in collaboration with other Visiting Staff

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- Support the full implementation of all Blackwood Lessons allocated within their Program
- If required to implement lessons without Blackwood Staff support, Visiting Staff are to implement programmed lessons in accordance with Blackwood guidelines, procedures and demonstrations
- Supply and carry a First Aid Kit that supports every lesson implemented throughout their Program
- Provide Blackwood with a Group Medical and/or Allergy Summary 4 weeks prior to arrival, as well as any further medical documentation requested by Blackwood Staff during this 4-week period
 - Eg. Asthma, Anaphylaxis and Diabetes Plans & Food Allergy requirements
- The administration of student & Visiting Staff medication
- Prior to departing Blackwood, Visiting Staff will be required to submit a copy of their Medication Log Book/Chart used during their stay to the Blackwood Campus Principal
- Support the delivery of the Blackwood Curriculum as part of their teaching duties whilst at Blackwood.
- Adhere to safety standards for lessons as advised by Blackwood Staff.
- Coordinate the purchase, storage, cooking and distribution of **ALL MEALS** and **ALL FOOD ITEMS** required for the **FULL DURATION** of their program

FURTHER INFORMATION TO SUPPORT VISITING STAFF

- Blackwood has additional equipment and first aid supplies within each accommodation site, the Environmental Centre, the Office and some Education Learning Spaces
- The Visiting Staff Member in charge will be required to complete an evaluation form, prior to their Blackwood departure
- If any Visiting Staff have concerns about anything in relation to staff, student, maintenance, upkeep, storage, cleaning or presentation they are encouraged to discuss their concerns with the Blackwood Campus Principal or School Principal
 - Blackwood Campus Principal:- 0439 686-768
 - Blackwood Principal:- 9789-6844

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BLACKWOOD & VISITING TEACHER ROLES & RESPONSIBILITIES

As Visiting Staff to Blackwood Special Schools Outdoor Education Centre we accept and understand the Blackwood Staff and our roles and responsibilities as outlined in this document.

School:- _____

Teacher in Charge			Principal		
	Signature			Signature	
	Date	/ /		Date	/ /

Name		Name	
Signature		Signature	
Date	/ /	Date	/ /

Name		Name	
Signature		Signature	
Date	/ /	Date	/ /

Name		Name	
Signature		Signature	
Date	/ /	Date	/ /



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