



AUSTRALIA'S MAGNA CARTA INSTITUTE

RULE OF LAW EDUCATION

Australia's Magna Carta Institute Incorporated

POLICY					
	Terms and Conditions Policy (TCP) for Law Day Out Court Excursions				
Approval date		Effective date		Next review date	
POLICY SUMMARY					
What is this Guide About?	<p>Australia's Magna Carta Institute Incorporated (AMCI) is a not for profit run to educate school students about the rule of law and principles established in the Magna Carta. The Law Day Out (LDO) program is run to achieve these goals and provided to schools for a minimal cost that covers a portion of the cost of administering and providing the program.</p> <p>This Policy sets out the Terms and Conditions for schools and other educational institutions when entering into an agreement with the AMCI to facilitate a LDO.</p> <p>Acceptance of these terms and conditions constitutes an agreement between Australia's Magna Carta Institute Incorporated and the school or educational institution.</p>				
Who Does it Apply to?	All individuals who work for, or on behalf of ACMI, including managers, supervisors, full-time, part-time or casual, temporary or permanent staff, job candidates, student placements, contractors, subcontractors and volunteers.				

POLICY PROVISIONS

1. BACKGROUND

- 1.1 The key tenets of the TCP is that:
 - 1.1.1 the **Primary Contact Person** is responsible to ensure the necessary preparation is undertaken prior to an LDO

- 1.1.3 The **Primary Contact Person** communicates this policy to all supervising teachers delegated to the LDO
- 1.1.4 The LDO is available to Year 10, 11 and 12 students only
- 1.1.5 Non-School Groups may access a LDO by special arrangement only after school groups have been accommodated..

- 1.2 The TCP does not stand alone and should be read in conjunction with the following documents :
 - 1.2.1 NSW Department of Education and Communities Excursion Policy, see Section 7.5 Risk Management at <https://education.nsw.gov.au/policy-library/policies/excursions-policy> and/or the relevant Independent School policy document.
 - 1.2.2 AMCI documents found at <https://www.ruleoflaw.org.au/court-excursion-pack/>
 - 1.2.2.1. Court Excursion Pack
 - 1.2.2.2. Office of the Sheriff School Excursion Statement
 - 1.2.2.3 Law Day Out - Venue and Safety Information for School Excursion
 - 1.2.2.4 Flow Chart for Teachers

- 1.3 This policy contains the 'Agreement with Primary Contact Person' which sets out the terms of the LDO.

- 1.4 The AMCI reserves the right to modify and/or change any part of this or the associated agreement without notice.

AGREEMENT WITH THE PRIMARY CONTACT PERSON

I agree:

1. That in registering for the LDO I am the authorised representative of my school/organisation.

2. I am the **primary contact person** for the LDO.

3. At the time of booking the chosen LDO date I have checked the available date on the school calendar and have been granted approval from the school executive.

4. I am registering my students for only one LDO in Year 11 or Year 12.

5. At the time of booking my LDO I will provide the AMCI with:
 - a. details about any care requirements for special needs students
 - b. the year and number of students attending
 - c. number of supervising teachers attending

- d. primary contact person and contact details (name, mobile, email)
 - e. Details for invoicing
6. To comply with AMCI teacher/student ratio requirements of 1:15 for Year 10 students, and 1:20 for Year 11 and 12 groups.
 7. To comply with the provisions of the confirmation email booking including:
 - a. the arrival times at the court for the commencement of the LDO
 - b. Any changes to the information provided in Clause 5 (a-d)
 8. To pay the invoice for the AMCI within 45 days from the LDO, otherwise the LDO will be cancelled unless other arrangements have been agreed to with the AMCI.
 9. To confirm with the AMCI by the payment date of the LDO invoice any changes to Clause 5 (a - d) of the agreement.
 10. The opportunity to meet with a judicial officer is a privilege and I will be guided by the AMCI in the necessary preparation for the meeting.
 11. To be guided by the AMCI about the most suitable venue for the LDO for my students.
 12. On rare occasions due to unforeseen circumstances a judicial officer may not be available and I understand that no refund will follow.
 13. To brief all students prior to attending an LDO about court etiquette and protocols and security requirements by referring to the following documents:
 - a. <https://www.ruleoflaw.org.au/court-excursion-pack/> - Court Excursion Pack which incorporates the Office of the Sheriff School Excursion Statements and Law Day Out – Venue and Safety Information for School Excursions
 14. On the date of the LDO I will:
 - a. arrive to the agreed court venue on time
 - b. supervise students at all times during the LDO including inside and outside the court venues, travelling to and from court locations, and attending public facilities.
 15. That students and teacher will not attempt to access courts which involve sexual assault or 'closed court' matters.
 16. That AMCI has the discretion to cancel a LDO for non-compliance with any of the conditions of the agreement.

17. My school will indemnify and hold that the Rule of Law Education and its facilitators will be accepted as harmless and safe from any claim, regardless of fault, arising from my school's participation in the LDO.

DEFINITION OF IMPORTANT TERMS IN THIS AGREEMENT

LDO facilitator - an employee of AMCI who conducts a Law Day Out Excursion. The facilitator is responsible for briefing students prior to entering the courts, facilitating the court tour and reporting the Education Manager about any of the matters arising from the LDO that could be a breach of the TCP

School/education institution - your organisation which you represent.

Attendees/students - students enrolled at your institution. in a subject such as Legal Studies or Commerce.

Primary Contact - our point of contact for the Law Day Out booking and the main supervising teacher on the day.

Supervising teacher(s) - teachers who attend the Law Day Out excursion to supervise students.