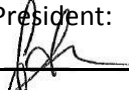


**RUSHWORTH  
P~12 COLLEGE**



IN PURSUIT OF EXCELLENCE

## EXCURSIONS POLICY & PROCEDURE

<b>Date Implemented</b>	26/04/2016
<b>Author</b>	Leanne Miller
<b>Approved By</b>	School Council (minuted in meeting on 18/04/2016 )
<b>Approval Authority (Signature &amp; Date)</b>	School Council President: Signature:  Date: 18/04/2016
<b>Date Reviewed</b>	March, 2016
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	March, 2019
<b>References</b>	<p>DET Policies</p> <ul style="list-style-type: none"> <li>• <a href="#">Adventure Activities</a></li> <li>• <a href="#">Parent or Carer Consent</a></li> <li>• <a href="#">Planning and Approvals</a></li> <li>• <a href="#">Planning – Managing Risk</a></li> <li>• <a href="#">Private Car Use</a></li> <li>• <a href="#">Safety, Emergency &amp; Risk Management</a></li> <li>• <a href="#">Safety Guidelines for Education Outdoors</a></li> <li>• <a href="#">Student Medical Information</a></li> <li>• <a href="#">Student Preparation and Behaviour</a></li> <li>• <a href="#">Swimming Instruction and Water Safety</a></li> <li>• <a href="#">Venue Selection</a></li> </ul>

## PURPOSE

This purpose of this policy is to ensure that the safety of all students is considered when they are participating in excursions organised by Rushworth P-12 College and that we are upholding our duty of care obligations. By following the guidelines and completing the appropriate forms that are appendices to the policy dependent on the type of excursion, documentation will be available for detailed examination in the instance of litigation.

## DEFINITION

An excursion is an activity organised by the college (not including work experience) during which students leave the college grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition regardless of whether they occur outside the college grounds or not.

## BASIC BELIEFS and AIMS

Excursions are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. Excursions complement, and are an important aspect of the educational programs offered at the school. They enable the learning to extend beyond the college grounds and contribute to the development of social skills such as cooperation, tolerance, communication, individual and group interaction. There are opportunities provided to advance problem solving and life survival skills as well as extend understanding of their physical and cultural environment.

## GUIDELINES FOR ACTION

- A planning and approvals process is undertaken, in accordance with DET policy and requirements which take into account the following considerations:
  - **Planning and Approvals**
    - All excursions held within Victoria must be approved by the Principal (or their nominee/s) **or** by the College Council and the principal in the following instances: overnight excursions; camps; interstate visits; international visits; excursions requiring sea or air travel, weekends or vacations; and adventure activities.
    - Special approval from the regional director must be obtained for interstate excursions.
    - Special approval from the Deputy Secretary must be obtained for overseas excursions.
    - Applications for approvals must be received at least four weeks in advance. The principal may approve day excursions that do not require College Council approval outside of this timeline if an opportunity has arisen that was not known to the college earlier.
    - Consideration must also be given to the timeline needed to seek College Council approval.
    - An online notification of school activity form is completed prior to the activity three weeks in advance.
    - Relevant planning documents are to be completed for all excursions.
    - Continuous instruction must be provided for students remaining at the college during the absence of staff accompanying the excursion.
  - **Venue selection**
    - Excursion venues must be assessed and selected on the basis of their safety and suitability for the activities proposed based on recent and first-hand knowledge of at least one member of the planning and supervising staff. The teacher-in-charge must check the excursion venue on arrival to assess apparent dangers and hazards and prepare contingency plans if required.
    - Criteria for assessing venues such as campsites or overnight accommodation venues should include health & hygiene, buildings and facilities, activity equipment and the conduct of activities, certification and qualifications of venue staff, participant supervision provided, risks posed by other users of the site, emergency and risk management plans of venues, fire precautions, first aid facilities, quality assurance and consumer protection, relevant accreditations, references from other schools.
    - When using residential campsites for overnight camping, they must be accredited

campsites (residential campsites are campsites which usually have permanent facilities such as cooking and eating facilities, beds and amenities block) and adventure recreation options.

- Other venues may include caravan parks, hotels/motels, Victorian government residential schools, interstate camps or excursions, and overseas venues.
- **Safety, emergency and risk management**
  - Appropriate emergency and risk-management planning must be undertaken for excursions.
  - Rushworth P-12 College's Emergency Management Planning extends to and incorporates excursions.
  - Planning must cover arrangements if the excursion needs to be cancelled or recalled.
  - College Council approved excursions must have an emergency response plan.
  - Any equipment being taken, or that is provided, for use on the excursion is in good condition and suitable for the activities undertaken.
  - On arrival at residential campsite, emergency procedures should be explained as soon as practicable after arrival and a trial evacuation exercise should be carried out immediately.
  - If the excursion involves overseas travel, the Department of Foreign Affairs (DFAT) Smartraveller website must be subscribed to and all advices followed. Risk assessments must reflect the advice and may need to be updated to do so.
  - Notification must be given to DET of any approved excursion at least three weeks beforehand using the Student Activity Locator.
  - Parents/Guardians/Carers should be advised of the telephone numbers for the designated contact person in the event of an emergency (24 hour numbers).
  - Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.
  - Consent forms must remain at the college with the designated college contact person whilst copies of each form must be taken on the excursion by the teacher in charge.
  - In the event of an emergency, accident or injury, staff on the excursion should take emergency action and immediately notify the college principal. The principal will notify the Security Services unit.
  - Travel and medical insurance should be taken out when travelling overseas by all students and supervising staff.
  - Students who may have difficulty communicating in an emergency due to age or disability should wear identity tags.
  - Liaison with the region will occur on days of significant fire risk or total fire ban days to determine whether the excursion should be cancelled. All camps in the CFA fire district with Code Red day/s must be cancelled.
  - Consideration should be given as to whether a communication device that can be used in emergency situations should be provided.
  - At least one staff member responsible for each group of students must have a first aid qualification.
  - Supervising staff must have a first aid kit appropriate to the excursion location and activities undertaken.
- **Informed consent from parents/guardians/carers**
  - Written consent from parents/guardians/cares must be obtained to take a student out of the college environment for any excursion.
  - Parent/Guardian/Carer authorisation for the financial costs of the excursion, involvement in any adventure activities, for students to be sent home due to serious misbehaviour with the cost being their responsibility, and that supervising staff can consent to emergency medical treatment if needed, be obtained.
  - Provide parents/guardians/carers with the opportunity to provide updated medical information

- Enough information must be provided to parents/guardians/carers for them to give informed consent with the nature of the proposed activity/ies, degree of supervision and risks involved stated and made available.
  - Original consent forms are kept at the college whilst the teacher-in-charge takes a copy.
  - Appendix D is used for excursions that are approved by both the principal and the college council. Other excursions use a CASES21 produced consent form.
- **Medical information**
- A confidential medical information form must be:
    - completed by parents/guardians/carers before each college council approved excursion
    - provided so that parents/carers/guardians have the opportunity to update before any excursion
  - An Asthma Management form must be:
    - completed by parents/guardians/carers before each college council approved excursion
    - provided so that parents/carers/guardians have the opportunity to update before any excursion
  - The teacher-in-charge must take medical information forms (including Asthma Management and ACSIA plans) on the excursion and ensure they are available to all staff in an emergency situation. Copies of the forms are kept at the college.
- **Appropriate staffing and supervision**
- The college must ensure that excursions are properly staffed by following the minimum requirements as outlined in guidelines of the department.
  - Planning needs to take into account the following: experience, qualifications and skills of staff (including volunteers, instructors etc); the age, maturity, physical characteristics and gender of students; the ability and experience of the students; the size of the group; the nature and location of the excursion; the activities to be undertaken; requirements for specific adventure activities; any other relevant factors.
  - To ensure that the staff to student ratio is met, the Department's guidelines should be checked as part of the arrangement of the excursion.
  - For most excursions, the excursion must be under the direct control of a teacher employed by the Department or the college council with at least one other excursion staff member present; have enough teachers employed by the Department or college council to maintain appropriate control of the excursion and of each activity; have teachers comprising at least half of the excursion staff.
  - Overnight stays for mixed gender groups require staff of at least one person of each sex.
  - Small group excursions in the local area can be supervised by one or more excursion staff employed by the Department (e.g. education support class officers)
  - Unsupervised excursions can only occur with the approval of the principal in a small number of instances, for secondary aged students, for activities involving small groups of individual students. The teacher responsible for the activity must maintain a formal record of a description of the activity (including locations), the names and ages of students involved, along with the time of leaving and returning to school. The principal will document the reason for allowing the activity to proceed. College Council approval will be sought.
  - Excursion staff may include teachers employed by the Department or college council and other adults on a volunteer or paid basis. School students cannot be used as excursion staff.
  - Excursion staff who will provide supervision of students and who are not registered teachers, must have a Working with Children check.
  - The names of volunteer workers must be recorded for the purposes of volunteer workers insurance.
  - Approved non-teaching staff may be counted in the staff-student ratio.

- The teacher-in-charge must ensure that all supervising staff have a clear understanding of their roles and responsibilities prior to the commencement of the excursion.
  - Where specialist instructors are employed, the college must ensure that they have the necessary skills or qualifications for the activity and experience with the age and skill level of the students.
  - Teachers have overall responsibility for the safety and welfare of the students.
- **Student preparation and behaviour**
    - Students must be adequately prepared for excursions.
    - Disciplinary measures for students on excursions must be appropriate and consistent with the Student Engagement and Inclusion Guidance along with the college's student engagement policy.
    - Students should be advised of the organisational and safety arrangements along with emergency procedures. This includes appropriate clothing and personal equipment.
    - Students and Parents/Guardians/Carers should be advised of the expected standards of behaviours and that in extreme cases, students may be sent home from an excursion at the cost of the parent/guardian/carer.
    - Where a student is to be sent home from an excursion, the teacher-in-charge or another DET nominee should advise the parent/guardian/carer of the circumstances relating to the decision and the time when the student may be collected or the anticipated time that the student will arrive home (consideration must be given to the age and maturity of the student when making travelling arrangements).
  - **Requirements for any adventure activities**
    - The college must follow the Department's guidelines and school excursion policies in planning and conducting and approving adventure activities.
    - Adventure activities are defined as those that involve greater than normal risk which may include: travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain; confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life; less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life; exposure to the natural elements with less than the normal physical protection provided in day-to-day life; activities listed in the Safely Guidelines for Education Outdoors.
    - All adventure activities are to be treated as excursion whether or not they occur on the grounds of the college.
    - All adventure activities require approval of the College Council.
    - Bungee jumping, hang gliding, parachuting or skydiving, and flying ultra-light aircraft are unsuitable activities for school students.
    - Flying foxes may be erected at school camps providing that: safety precautions are taken in its construction and maintenance; it can be locked or have the carriage removed when not in use; all students are carefully briefed on its use and associated dangers; staff supervise all use; and a safety harness is always used.

#### **Arrangements for payments**

- Camps, Sports & Excursion funding (CSEF) is available for parents/guardians/carers who are eligible. This funding can be used to contribute to the costs of the excursion.
- In the instances where CSEF is not available, or does not cover the entire cost of the excursion, parents/carers/guardians are invited to discuss alternative arrangements with the Business Manager. Decisions relating to alternative payment arrangements will be made by the Business Manager in consultation with the appropriate staff, on an individual basis.
- Children whose payment have not been finalized at 48 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organized with the Business Manager.
- Office staff will be responsible for managing and monitoring the payments made by parents and will provide

organizing teachers with detailed records on a regular basis.

The appendices below form part of the policy (except for Appendix M which is a live document that can be added to by all staff) and must be completed according to the type of excursion. The forms used have been developed in view of legal advice received by the Department to ensure that legal obligations with regard to the duty of care towards students are met.

All planning forms, including checklists, consent forms, medical information etc. will be returned to the Business Manager so they can be stored for the set period of time required by the DET.

## APPENDICES

Appendices which are connected with this policy are:

- Appendix A: Excursion (including camps) Approval Form
- Appendix B: Cover letter (to accompany Parent/Guardian Consent Form) – for College Council and Principal Approval excursions
- Appendix C: Cover letter (to accompany Parent/Guardian Consent Form) – for Principal Approval excursions
- Appendix D: Parent/Guardian Consent Form
- Appendix E: Confidential Medical Information Form
- Appendix F: Asthma Management Form
- Appendix G: Clothing & Equipment List prompt
- Appendix H: Student Preparation Document
- Appendix I: Emergency Response Plan Proforma – for College Council and Principal Approval excursions
- Appendix J: Teacher-In-Charge Checklist
- Appendix K: Principal Checklist
- Appendix L: College Council Checklist
- Appendix M: Risk Assessment Assistance

Principal and College Council Approved Excursions Appendices	Principal Approved Excursions
Appendix A	Appendix A
Appendix B	Appendix C
Appendix D	Appendix I
Appendix F	Appendix K
Appendix G	Appendix L
Appendix H	Appendix N
Appendix I	
Appendix J	
Appendix K	
Appendix L	
Appendix M	
Appendix N	