EXCURSION AND OTHER SCHOOL ACTIVITIES POLICY AND PROCEDURE

Approving authority	Executive Management Team
Purpose	This policy and procedure has been developed to comply with the Minimum standards of registration and ensures that Ozford College has: - an effective approach in response to accident/ incidents as they occur; - appropriate support and counselling services available to those affected; - appropriate training and information resources provided to staff.
Responsible Officer	High School Coordinator
Associated documents	Accident and Incident Reporting Policy and Procedure Child Safety Policy and Procedure Child Safe Risk Management Policy and Procedure Human Resources Policy and Procedure Mandatory Reporting Policy and Procedure Responding to and Reporting Allegations of Suspected Child Abuse Policy and Procedure Student Support and Services Policy and Procedure Records Management Policy and Procedure Emergency Management plan Application for Excursion Approval Form

1.   RATIONALE

School excursions and other school activities that occur at other locations enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine.

School excursions and other school activities are well-planned curriculum-related activities that aim to maximise students' learning experiences.

Under the VRQA's Minimum Standards Guidelines, Ozford College (the College) has a duty of care that includes that it:

- owes all students a duty of care to take reasonable measures to protect them from reasonably foreseeable risks of injury
- owes a duty to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation
- that different and sometimes greater measures may need to be taken for younger students or students with disabilities to discharge this duty of care

2.   SCOPE

This policy and procedure applies to all staff and students involved in school excursions and other school activities (including school camps) where some or all students are required to attend a non-school location for school activities. The activities may occur before, during or after school hours.

3.   POLICY

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3.1 To ensure the health and safety of students and staff, the College is required to proactively manage all aspects of a variation to school routine. The College's duty of care to students extends to school excursions and other school activities (including school camps), which are integral to students' educational programs. Activities conducted away from the College may increase risks and therefore the standard of care required must reflect the increase in identified risks.

3.2 The organiser must be able to demonstrate that activities have been thoroughly planned to ensure that students, staff and others will be safe whilst undertaking the activity. Any potential risks, including child safety, must have been identified and managed and there must be a planned response in case of an emergency. However, documentation need not be excessive.

3.3 The Application for Excursion Approval Form must be completed for all College excursions. The Forms are approved by the High School Coordinator.

4. PROCEDURE

4.1 Staff members organising school excursions must ensure:
- prior permission is obtained from property owners where private property is traversed;
- all planned excursion activities have obtained appropriate approvals; and
- a Application for Excursion Approval Form is completed for planned excursions.

4.2 The High School Coordinator will assess the suitability of destinations and venues for the school excursion application and ensuring appropriate organisation and curriculum relevance taking into consideration:
- The child safe risks associated with the environment;
- the resources of the school;
- the needs of the students;
- the costs involved; and
- the impact on the total learning program.

4.3 The High School Coordinator will ensure that a risk assessment is conducted, and emergency plans developed and documented for high and extreme risk activities that will take place as part of the excursion. This will include an assessment of any potential bushfire risk as set out in the Emergency Management plan.

4.4 The High School Coordinator will request approval from the Executive Management Team for any proposed high-risk activities and approve or not approve the activity.

4.5 The High School Coordinator will communicate with teaching staff relating to excursion application outcome.

4.6 The High School Coordinator are required to:
- give timely advice to parent/guardians and students of details of location, timetable, supervision provided, activities undertaken, potential hazards, precautions taken, costs and anticipated learning outcomes during the school excursion and obtain written consent and where relevant any updates to medical details, from families (parent/guardians/carers) for all participating students under 18 years of age.

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- Written consent is to be filed as proof of permission. Where a student is under 18 years of age and independent, consent is signed by student and countersigned by the High School Coordinator.
- Written consent to be filed as proof of permission.

4.7 The High School staff and the teacher supervising the excursion or other school activity will discuss and determine appropriate supervision arrangements. In determining appropriate supervision of students, factors to consider include:
- How many and which students will be involved? (Factors to consider include student age, maturity, capabilities, experience, medical requirements, special needs, number etc.)
- What will students be doing? (E.g.: running, jumping, swimming, cutting, cooking, throwing etc.)
- What will students be using? (Any hazardous materials, sporting equipment, tools, stove etc.)
- Where will students be? (Location features to consider: outdoors, restricted space, pool, creek, the beach, elevated, etc.)
- Who will lead the activity? (To consider staff experience, qualifications etc.)
- What child safety risks are there in the environment? (Refer to Child Safety Risk Management Policy and Procedure)

4.8 If required, a contingency plan must be discussed with the High School Coordinator before embarking on the school excursion or other College activity, to ensure that contact can be made expeditiously with planned venue, families, medical authorities or other personnel and supervise all groups during the school excursion.

4.9 A register of approved College excursions and other activities will be maintained containing:
- times, date/s, venue and itinerary
- number and class of participating students
- names of supervising teachers and other assistants
- transport, accommodation, meal and first aid/emergency arrangements
- arrangements for students not participating
- educational aims and planned follow-up activities
- copies of approvals.

4.10 The High School Coordination will arrange a program for students remaining at the College for the duration of the College excursion or other activity and ensure that adequate teacher supervision is provided.

5. FEEDBACK
Feedback or comments on this Policy and Procedure is welcomed by the listed responsible officer.

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Application for Excursion Approval Form

Activity details	
Activity Name:	Destination:
Teachers / leaders / supervisors:	

Overall activity description *including educational aims*:

Class/Groups:	Number of students:	Male:	Female:

Itinerary		
Start date:	Depart school:	Arrival venue:
Finish date:	Depart venue:	Arrival school:

Participation	
Are there any students not participating in this activity?	Yes ☐ No ☐
If so please explain why:	
What arrangements are being made for them?	
Ozford College contacts. Contact name: Contact's telephone number:	

Transport			
Mode	**Provider/details**	**Yes**	**No**
Bus		☐	☐
Tram		☐	☐
Train		☐	☐
Other		☐	☐

The following checklist is to assist you identify the appropriate equipment, hazards/risks and control measures to be considered prior and during an excursion. This is not exhaustive lists and you may choose to add additional considerations.

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Minimum equipment/facilities *For any items not ticked, provide further information.*	✓
First aid kit suitable for activity	☐
One adult present should have current first aid qualifications	☐
Communication system: e.g. phone-line at location or mobile phone	☐
Drinking water (students should not share drinking containers)	☐
Permission has been obtained from property owners where property will be traversed	☐

Risk assessment

When planning the excursion consider the following questions:

- **Student group: Which students will be involved? Age of students?**
- **Activity: What will the students be doing?**
- **What child safe risks exist in the physical environment? e.g. are there any places where the students may not be able to be supervised**

- **Activity location: Where will the students be?**
- **Who will be leading the activity?**
- **Who can the students interact with – are there any child safe risks?**
- **Is there a bushfire risk?**

Hazards/risks	Recommended control measures	✓
Identified hazards/risks	• Briefings: Brief students prior to departure on any potential hazards, child safety risks and safety controls.	☐
Emergency plans	• Ensure that all supervisors are aware of the emergency contingency plans including bushfire risk	☐
Permission Medical conditions	• Obtain parental/guardian permission, including relevant medical information.	☐
	• When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available.	☐
Planning	• Ensure that appropriate disabled access and facilities are available.	☐

Cost		
	Total	Per Student
Transport		
Entry		
Total		

Approval	
☐	Approved as submitted:
☐	Not approved for the following reason(s):
Name: Signed: Date:	
Manager Signoff: Name: Signed: Date:	