

## Excursion Policy and Procedure

### 1. Rationale

This Ozford English Language Centre (Ozford) policy has been developed for excursions where some or all students are required to be off campus for an education activity.

Excursions enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. Excursions are well-planned curriculum-related activities that aim to maximise students' learning experiences.

To ensure the health and safety of students and staff, Ozford proactively manages all aspects of a variation to school routine. The duty of care to students extends to school excursions, which are integral to students' educational programs. Activities conducted away from schools may increase risks and therefore the standard of care required must reflect the increase in identified risks.

### 2. Scope

This policy and procedure applies to all Ozford staff and students involved in excursions where some or all students are required to be absent from Ozford on any school day.

### 3. Policy

- 3.1 All Students are provided with opportunities to extend their language learning outside the classroom.
- 3.2 All excursions are approved by the Head of ELICOS or the Academic Director/Principal.
- 3.3 The activity 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 must have been identified and managed and there must be a planned response in case of an emergency. However, documentation need not be excessive.

### 4. Procedure

#### Responsibilities

- 4.1 Staff members organising school excursions must complete the Excursion Approval Form for the planned school excursion including:
  - A risk assessment of the activity; and
  - An emergency plans developed for high and extreme risk activities that will take place as part of the excursion.
- 4.2 In planning for the excursion. staff must ensure:
  - the planning for excursion activities is sufficient to obtain appropriate approvals.
  - the suitability of destinations and venues for the excursion are assessed.
  - prior permission is obtained from property owners where private property will be traversed;
  - appropriate supervision arrangements are determined. In determining appropriate supervision of students, factors to consider include:

- Which students will be involved? (age, maturity, experience, special needs, number etc)
  - What will students be doing? (running, jumping, swimming, cutting, cooking, throwing etc)
  - What will students be using? (hazardous materials, sporting equipment, tools, stove etc)
  - Where will students be? (outdoors, restricted space, pool, creek, the beach, elevated, etc)
  - Who will lead the activity? (experience, qualifications etc)
- Ensure that planning takes into consideration the:
  - age, capabilities and number of students
  - individual student's educational and behavioural needs
  - individual student's medical and physical requirements.
- timely advice is provided 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
- written consent is obtained and where relevant any updates to medical details, from parent/guardians is obtained for all participating students under 18 years of age. 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 Head of ELICOS. Written consent to be filed as proof of parent or guardian permission.
- develop a contingency plan under the direction of the Head of ELICOS before embarking on the school excursion, to ensure that contact can be made expeditiously with planned venue, parents/guardians, medical authorities or other personnel
- actively supervise all students during the school excursion.

#### 4.3 The Head of ELICOS will:

- ensure the Excursion Approval Form is completed for all planned excursions.
- approves all excursions ensuring appropriate organisation and curriculum relevance taking into consideration:
  - the resources of the school
  - the needs of the students
  - the costs involved
  - the impact on the total learning program.
- ensures that a risk assessment is conducted and emergency plans are developed and documented for high and extreme risk activities that will take place as part of the excursion.
- maintains a register of approved school excursions 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.
- arranges a program for students remaining at school for the duration of the school excursion and ensure that adequate teacher supervision is provided.

## **5. Feedback**

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.

## Excursion Approval Form

Activity details			
Activity Name:		Destination:	
Teachers / leaders / supervisors:			
Overall activity description <i>including educational aims</i> :			
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 <input type="checkbox"/>	No <input type="checkbox"/>
If so please explain why:		
What arrangements are being made for them?		
Oxford contacts.		
Contact name:	Contact's telephone number:	

Transport			
Mode	Provider/details	Yes	No
Bus		<input type="checkbox"/>	<input type="checkbox"/>
Tram		<input type="checkbox"/>	<input type="checkbox"/>
Train		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>

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.

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

### Risk assessment

When planning the excursion consider the following questions:

**Which students will be involved?**

**Where will the students be?**

**What will the students be doing?**

**Who will be leading the activity?**

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

Cost		
	Total	Per Student
Transport		
Entry		
Total		

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Information has been entered in the register of approved school excursions.	
Reference no :	
Signed:	Date: