

EXCURSION POLICY AND PROCEDURE

Approving authority	Executive Management Team
Purpose	This policy and procedure has been developed to ensure Ozford College has: <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> • Accident and Incident Reporting Policy and Procedures

1. RATIONALE

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

2. SCOPE

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

3. POLICY

3.1 To ensure the health and safety of students and staff, schools are required to proactively manage all aspects of a variation to school routine. The school's 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.

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 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 A "School Excursion Approval Form" must be completed for all school excursions. School Excursion Approval 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.
- a School Excursion Approval Form is completed for planned school 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
- 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.
- 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. The risk assessment and emergency plans will be considered.
- 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 parent/guardians 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 High School Coordinator. Written consent to be filed as proof of parent or guardian permission.
- 4.7 The High School staff and the teacher supervising the excursion 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? (age, maturity, capabilities, experience, medical requirements, 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)
 - What child safety risks are there in the environment?
- 4.8 If required, a contingency plan must be discussed with the High School Coordinator before embarking on the school excursion, to ensure that contact can be made expeditiously with planned venue, parents/guardians, medical authorities or other personnel and supervise all groups during the school excursion
- 4.9 A register of approved school excursions will be maintained containing:
- o times, date/s, venue and itinerary
 - o number and class of participating students
 - o names of supervising teachers and other assistants
 - o transport, accommodation, meal and first aid/emergency arrangements
 - o arrangements for students not participating
 - o educational aims and planned follow-up activities
 - o copies of approvals.
- 4.10 The High School Coordination will arrange 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 listed responsible officer.

Application for 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 College 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?
- What will the students be doing?
- What child safe risks exist in the physical environment? eg. are there any places where the students may not be able to be supervised
- Where will the students be?
- Who will be leading the activity?
- Who can the students interact with – are there any child safe risks?

Hazards/risks	Recommended control measures	✓
Briefings	<ul style="list-style-type: none"> • Brief students prior to departure on any potential hazards, child safety risks and safety controls. 	<input type="checkbox"/>
Emergency plans	<ul style="list-style-type: none"> • Ensure that all supervisors are aware of the emergency contingency plans. 	<input type="checkbox"/>
Permission Medical conditions	<ul style="list-style-type: none"> • 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. 	<input type="checkbox"/> <input type="checkbox"/>
Planning	<ul style="list-style-type: none"> • 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"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date: