

# Excursion Policy

*This policy is compatible and compliant with The Brotherhood of St Laurence – High Street Centre Frankston, Victorian Registration and Qualifications Authority (VRQA) and the broader Brotherhood of St Laurence policies.*

**Policy Background and Purpose**

Excursions and Incursions are an integral part of the school educational and wellbeing curriculum, as they enable students to explore, extend and enrich their learning, in a non-schooling setting.

A teacher has a Duty of Care to take reasonable steps to protect students from any injury that the teacher may have reasonably foreseen.

Because excursions are conducted off school premises, away from the usual protections of the school environment, they have the potential to present unique risks for David Scott School, our students, our teachers and others involved.

**Policy Objectives**

The objective of this policy is to manage the risks associated with school excursions and incursions and to make them as safe as possible. All Student Duty of Care Policies continue to apply on excursions and incursions unless it is impractical for them to do so.

**Different Types of Excursions**

During the course of the school year David Scott School conducts or students attend, a number of different types of excursions including:

- Regular Off Campus Activities;
- Single Day Excursions;
- Overnight Excursions;
- Recreation & Outdoor Activities; and
- International Excursions.

**General Principles to be followed**

When planning an excursion the following general principles must be followed:

- Excursions should relate to the school's educational program;
- Excursions must be age/stage appropriate;
- Excursions must provide valuable outcomes for students;
- Excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate;
- Excursions should be planned so to not interfere with exams; and
- Excursions are to be costed in the most cost beneficial way possible.

**Scope**

All staff and students

**Definitions**

An **excursion** is defined as any educational activity beyond the school grounds.

An **incursion** is defined as any educational activity on the school grounds

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**Teacher in charge** is the designated teacher assigned responsibility for organising and co-ordinating the incursion or excursion.

**Student Activity Locator** is a Victorian Dept of Education website tool used to record activities and excursions that happen outside school hours or school grounds.

## Responsibilities

## Principal and Business Manager Responsibilities

The Principal is responsible for the approval of all excursions.

The Principal and Business Manager will ensure that Independent Schools Victoria and the Department of Education's requirements and guidelines relating to preparation and safety will be observed in the organisation of excursions and incursions.

The Principal and Business Manager will ensure that full records are maintained regarding the excursion and incursion (see Record Keeping section below).

Satisfactory arrangements will be made to provide continuous instruction for the students remaining at the school.

The Business Manager will update Student Activity Locator prior to the excursion departure date.

The school's emergency management process will extend to and incorporate all excursions and incursions.

If an excursion or incursion does not have 70% return of permission forms the excursion may not run. The Principal will make a determination on whether the excursion or incursion will run in consultation with the 'Teacher in Charge'.

On days of extreme fire danger or total fire ban, the Principal may need to cancel an excursion at short notice, if it is deemed to be a high risk area.

The Principal will ensure that the School Council is informed of all overnight and interstate excursions.

## Teacher Responsibilities

Staff planning an excursion or incursion must enter details of the event in Compass, complete the excursion checklist and place in the excursion tray for approval at next Steering meeting. Steering meetings are held every Monday morning. Consideration in planning must include;

- Safety and risk management, including bushfires
- At least one staff member must be First Aid Trained
- Student Preparation
- Student Medical Information
- Safety Guidelines for Education Outdoors

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The organising teacher must enter all relevant information in Compass. This includes details of date and time of excursion or incursion, details of students and staff attending, risk assessment, excursion costs and record of online parent consent.

Teaching staff will ensure that adequate pre-excursion or incursion planning and preparation, including that preparation of students, takes place (e.g. clothing, food, pre-excursion briefing).

In the lead up to the excursion or incursion, students will be reminded of behaviour expectations both in class and off-site, not meeting expectations may impact on their inclusion in the excursion or incursion. Parents will be notified if exclusion is being considered.

The 'Teacher in Charge' must enter a final student list in Compass.

All students must have returned a permission form signed (or approved online in Compass) by a parent or legal guardian if under 18 years old or a permission form signed by the student if over 18 years old (1 week prior to the excursion or incursion unless there is an earlier confirmation date) to be able to attend the excursion or incursion (**no verbal permission will be accepted**).

Copies of the completed permission forms and medical information must be carried by the excursion staff at all times. The 'Teacher in Charge' is responsible for printing and taking with them the excursion handbook from Compass which contains event roll, student medical conditions, student contact details and online consent forms.

The school will provide a first aid kit for each excursion to be looked after by the designated first aider. Ambulance Victoria recommends portable first aid kits should include;

- First aid Notes, available from Australian Red Cross
- a copy of the Concussion Recognition Tool 5
- two pairs of single use nitrile gloves
- sterile saline sachets or ampoules for irrigating eyes and minor wounds
- gauze and band aids
- a resuscitation face mask

The 'teacher in charge' will communicate the anticipated return time to the Administration Assistant along with the names of all the students present. Parents will be given a school contact number so they can call the Administration Assistant to receive an update on return times or in case of emergency.

Behaviour management will apply to all students on excursions and incursions consistent with the school's Behaviour Management and Wellbeing Policies. In extreme cases, the 'teacher in charge' following consultation with the Principal or their identified delegate may determine that a student should return home during an excursion.

In such circumstances, the parents/guardians will be advised;

- of the circumstances associated with the decision to send the student home
- of the time when the parents/guardians may collect their student from the excursion.

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All teaching staff must observe the guidelines of the David Scott School Duty of Care Policy while on all excursions.

## **Standard Risk Assessment Procedures for Excursions**

Whilst the length, nature and activities involved in every excursion will be different there are a number of standard procedures that David Scott School employs in order minimise the risk of harm to students, staff and others.

These strategies are addressed in the Risk section of the Compass Event template. They include ensuring:

### **CONSULTATION**

All key stakeholders including students, staff, parents, and where appropriate external providers, are consulted as to the nature of the excursion, and any potential hazards which may be associated with the excursion.

### **INFORMED CONSENT**

Full details of the excursion have been provided to each student and their parents/carers; and

All students attending the excursion have received written/electronic permission from their parents/carers to attend.

### **CLOTHING AND EQUIPMENT**

All students attending the excursion have been provided with details of excursion requirements such as suitable clothing and equipment.

### **VENUE SELECTION**

The appropriate nature and location of the selected venue/s. Consideration of the risk of bushfire in the location of the selected venue/s.

### **TRANSPORT ARRANGEMENTS**

Appropriate transportation arrangements; and

Appropriate drop off and pick up arrangements.

### **KNOWN MEDICAL ISSUES**

All parents are requested, prior to the excursion, to provide up-to-date details of any medical conditions which, if not known to supervising staff, may present a heightened risk to their child; and

Where a child is considered at higher risk, because of an existing medical condition, appropriate mitigation strategies are implemented.

### **STUDENTS CAPACITY**

That any required skills have been identified and the planned activities are appropriate for the student's capacity; and

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Where a student is identified as not having the necessary capacity, appropriate risk management strategies are implemented for that particular child.

## SUPERVISION

The development of a supervision strategy;

The availability of supervisors with appropriate competencies, skills and experience (including first aid);

An appropriate supervisor-student ratio having regard to the nature and length of the excursion;

Consideration of the supervision requirements for activities undertaken on excursions, having regard to:

- the nature and particular risks of the activity, such as swimming and other water-based activities; and
- the risks presented by the activity venue and its location, such as bushfires and other environmental hazards.

Appropriate care is taken in selecting non-teaching staff to perform a supervisory role during the excursion (including the conduct of

Working with Children Checks); and

All supervisors are properly briefed with respect to all aspects of the Excursion Management Plan.

## EXTERNAL PROVIDERS

Due diligence has been conducted on all external providers involved in the excursion to ensure their competency, their compliance with workplace safety laws and other relevant legislation.

## CRITICAL INCIDENT (EMERGENCY SITUATIONS) EMERGENCY RESPONSE

Appropriate emergency response procedures are in place.

## COMMUNICATION STRATEGIES

Appropriate communication strategies are in place.

## INSURANCE

Appropriate insurance coverage is in place.

### Incident Notification

If during the course of an excursion an incident occurs (e.g. a lost child), whether or not the incident results in injury to a student, the incident must be immediately reported to the Principal.

### Record Keeping

Copies of all records relating to a particular excursion must be maintained for at least 7 years from the date of completion of the excursion.

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Records to be maintained include:

- A copy of the Excursion Handbook from Compass with Principal approval noted;
- Names and contact details of the Teacher in Charge;
- Names and contact details of all supervisors, including non-teaching staff and parents;
- Names and contact details of all students;
- A copy of child protection declarations for non-teaching staff and parents (where required) who acted in a supervisory capacity during the excursion;
- A copy of any contracts that David Scott School may have entered into with third party organisations;
- A copy of any risk assessments; and
- In the event that an incident occurred during the excursion, copies of all reports, documents and or records (including communication records) relating to the particular incident.

**Related Documents**

- Student Duty of Care Policy
- Emergency Management Policy
- Critical Incident Policy
- Excursion Proposal Form
- Hazardous Checklist
- Behaviour Management Policy
- First Aid Policy
- Anaphylaxis Risk Management Checklist
- Anaphylaxis Management Plan

**Associated Legislation**

Ministerial Order 706

**Student/Staff Ratio**

**Day Excursions**  
2:20 (1 teacher and 1 Education Support Staff)

**Adventure Activities:**

**Day Excursions**  
2:10 (1 teacher and 1 Education Support Staff)

**Ropes Course**  
2:13 (1 teacher and 1 Education Support Staff)

**Abseiling and Rock Climbing**  
1:1 Rock Face  
1:10 Others  
2 Experienced Instructors

**Horse Riding**  
**Horse Riding**  
1:1 Basics  
1:5 Beginners  
1:8 Semi-experienced

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**Riding School**

1 Experienced teacher with instructor  
2 Experienced teachers if no instructor or students exceed 10

**Bushwalking**

2:5 Overnight  
2:10 Day

**Orienteering**

2:10 (1 teacher and 1 Education Support Staff)

**Board Sailing**

1:3 Beginners  
1:5 Novice; Intermediate; Advanced  
2 Experienced sailors

**Snorkeling**

2:8 Closed water – pool (1 teacher and 1 Education Support Staff)

**Boats, Small Sailing – Dinghies, Catamarans**

2:8 Enclosed Waters (1 teacher and 1 Education Support Staff)  
2:6 Open Waters (1 teacher and 1 Education Support Staff)

**Canoeing**

2:6 (1 teacher/instructor in the water)

**Surf Activities**

2:10 Beach (1 teacher/instructor in the water)  
2:8 Surf (1 teacher/instructor in the water)

**Swimming**

2:20 Enclosed pools  
1:10 Open Water

**Water Skiing**

2:20 On Shore  
Only one student at a time  
Boat – Driver, Observer (one must be a teacher)

**Scuba Diving**

2:8 Pool Training  
Two buddy system  
Must have 2 qualified staff

**Base camps in residential premises or under canvas**

2:10 (1 teacher and 1 Education Support Staff)

**Study camps in residential premises**

**Example: Year 12 camp**  
2:15 (1 teacher and 1 Education Support Staff)

**Local and Interstate tours**

2:15 (1 teacher and 1 Education Support Staff)

**Overseas tours**

2:10 (1 teacher and 1 Education Support Staff)

# Excursion Policy

<b>Approved by</b>	Catherine Arnold – Principal
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<b>Prepared by</b>	Craig Colgan – Business Manager
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<b>Superseded documents</b>	

## Policy Changes

Date	Reason for Change	Made by