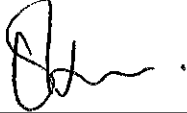
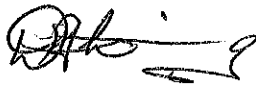




Excursion Policy and Procedure

Policy number	P-54		
Version number	3.0		
Drafted by	Veronica Kioria		
Responsible person CEO	Veronica Kioria	Signature 	Date: 22/5/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
Scheduled review date	December 2021		

Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) believes that the provision of excursion opportunities can extend and enhance the education and training experiences of its students. This policy documents how DVLC will manage excursions according to duty of care and other responsibilities.

Scope

This policy applies to all DVLC teaching staff and students, including students who are under 18 years of age.

Policy Guidelines

DVLC is committed to providing students with opportunities to participate in excursions that extend and enhance their education and training programs. Excursions offer students the opportunity to participate in learning-related experiences beyond the normal educational or community environment. It is important that all excursions are inclusive and that all students are given the opportunity to participate.

The Chief Executive Officer (CEO) has responsibility for the oversight of all excursions to ensure that they are planned and conducted appropriately and that staff planning excursions are aware of their responsibilities and duty of care.

All DVLC staff have a duty of care responsibility towards students wherever there is a staff member / student relationship while on- or off-campus. All DVLC staff organising excursions must discuss proposed arrangements with their manager or supervisor.

All students under the age of 18 years require a signed consent form from their parents / guardians / carers before they can participate in an excursion. Consent forms must include details of the arrangements including:

- proposed date and destination;
- costs
- transport details;
- excursion details;
- special requirements (such as clothing);
- dietary requirements (if applicable);
- medical information / requirements (for major excursions); and
- name of the teacher/staff member in charge of the excursion.

All DVLC staff participating in an excursion must have an up to date Working with Children Check or VIT registration. Where possible, DVLC will arrange for staff of each gender to attend the excursion.

Minimum supervision ratios are deemed to be:

- one teacher to twenty-five adult students on a daytime excursion;
- one teacher per twenty VCAL students on a daytime excursion;
- one teacher per ten VCAL students under 18 years on an overnight excursion;
- one teacher per fifteen VCAL students (no student under 18 years) on an overnight excursion; and
- one teacher per twenty adult students on an overnight excursion.

Procedure Guidelines

1. When planning an excursion, DVLC staff must consider:
 - a. the requirements expressed in this excursion policy and procedure;
 - b. the relevance of the excursion to the education or training program;
 - c. excursion costs, including public transport, and the ability of students to afford the cost or obtain a subsidy;
 - d. excursion time and duration;
 - e. supervision and staffing requirements;
 - f. the safety, health and wellbeing needs of students;
 - g. safe transportation or walking routes for the excursion; and
 - h. procedures and processes to follow for students under the age of 18 years.
2. The DVLC staff member planning the excursion must discuss proposed arrangements with their manager or supervisor, prior to completing the required excursion forms and checklists, and requesting approval for the excursion:
 - a. local excursions and non-local excursions require approval from the program manager or the staff member's immediate supervisor;
 - b. major excursions require approval from the CEO or Board.
3. In approving the excursion, the manager or supervisor must consider:
 - a. the educational or community development purpose of the excursion;
 - b. the maintenance of excursion records;
 - c. venue suitability, including the potential need for a health and safety review to be completed prior to the excursion;
 - d. emergency procedures;
 - e. first aid requirements;
 - f. staffing and supervision, including student / staff ratios and the qualifications, skills and experience of staff;
 - g. the student cohort, including their age, maturity, ability, experience, and size of the group;
 - h. arrangements for cancelling the excursion, including on the day (if necessary);
 - i. informed consent from parents / guardians / carers (if applicable);

- j. excursion activities and any special requirements (such as clothing or safety equipment);
 - k. transportation requirements;
 - l. communications requirements;
 - m. cost information;
 - n. specific student needs, dietary requirements or medical information / issues; and
 - o. how students will be prepared for the excursion, including behaviour guidelines.
4. Prior to the excursion, the DVLC staff member in charge of the excursion must:
 - a. ensure that they have read and understood this Excursion Policy and Procedure;
 - b. lodge all required excursion paperwork with the relevant manager;
 - c. ensure that informed consent has been received for all students under 18 years;
 - d. ensure that medical information has been collected;
 - e. ensure that students are aware of supervision and transport arrangements;
 - f. check mobile phone service availability (for a remote area);
 - g. check that emergency contact details are available; and
 - h. check that the first aid kit has the required contents and can be taken on excursion (major excursions or excursions outside of metropolitan Melbourne only).
 5. On the day of the excursion, the DVLC staff member in charge of the excursion must:
 - a. check that all medical detail forms have been signed and completed, and carry them during the excursion;
 - b. check that excursion forms have been signed and returned by all students (or their parents / guardians / carers);
 - c. ensure that at least one fully charged mobile phone is switched on for the duration of the excursion and that this mobile number is known to the relevant DVLC staff;
 - d. ensure that emergency contact details will be available during the excursion;
 - e. collect and carry the first aid kit during the excursion (major excursions or excursions outside of metropolitan Melbourne only).
 6. During the excursion the DVLC staff member in charge must:
 - a. check the venue on arrival to assess any apparent dangers or hazards and prepare appropriate contingency plans;
 - b. remind students of the expected standards of behaviour;
 - c. deal with any student misbehaviour that breaches the behaviour standards in the Student Handbook or VCAL Discipline Policy; and
 - d. manage any emergency situation that arises and follow established processes for reporting accidents and incidents on return to DVLC.
 7. If, in extreme circumstances, a student behaves on excursion in a manner contrary to standards required in the Student Handbook or VCAL Discipline Policy, and the DVLC staff member in charge decides that the student should be sent home, the staff member must:
 - a. advise the CEO and request authorisation;
 - b. advise the parent / guardian / carer; and
 - c. make arrangements for the collection of the child that are appropriate to their age and maturity.

Definitions

Local excursions include short visits to places of educational value in the local community (such as the local library), and students working outside the classroom.

Non-local excursions include excursions that take students outside of the local community and use public or organised transport. Typically these excursions are all-day or extend over several hours.

Major excursions include overnight or residential excursions, and adventure or other activities that may have inherent risk factors. Major excursions require approval from the CEO or Board.

Duty of Care is a non-delegable, legal duty to take reasonable steps to minimise the risk of reasonably foreseeable harm including:

- ensuring that the school / organisation complies with the Child Safe Standards;
- providing suitable and safe premises and equipment;
- providing adequate supervision systems;
- implementing strategies to prevent bullying;
- ensuring that sick or injured students receive medical assistance; and
- managing employee recruitment, performance and conduct.

Duty of care responsibilities apply to normal classroom activities and during local, non-local and major excursions.

Informed consent refers to the permission, granted by a parent / guardian / carer of a child under the age of 18 years, for the participation of their child in the excursion, once details (including activities, supervision arrangements and costs) have been communicated. A parent / guardian / carer who consents to an excursion for their child is agreeing to:

- meet the financial costs of the excursion;
- allow DVLC to seek medical treatment for their child in an emergency;
- alert DVLC to any medical conditions or allergies held by their child; and
- their child being sent home (at their expense) in the event of serious misbehaviour.

Related Policies

P-1 Risk Management Policy and Procedure
P-16 Student Complaints and Appeals Policy and Procedure
P-24 Critical Incident Policy and Procedure
P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy
P-31 Student Safety and Security Policy
P-35 Mandatory Reporting and Protection of Children Policy and Procedure
P-40 Child Safe Policy
P-42 Consumer Protection Policy
P-44 Student Engagement Policy
P-43 Privacy Policy
P-51 Bullying and Harassment Policy and Procedure
P-55 Anaphylaxis Management Policy and Procedure
P-56 Accident and First Aid Policy and Procedure
P-58 Sunsmart Policy and Procedure
P-61 VCAL Student behaviour Management Policy and Procedure

Related Documents

D-028 Student Handbook
Excursion Form
Excursion Checklist

Legislation

Child Wellbeing and Safety Act 2005
Human Rights and Equal Opportunity Commission Act 1986
Privacy Act 1988
Charter of Human Rights and Responsibilities Act 2006 (Vic)
Children, Youth and Families Act 2005 (Vic)
Disability Act 2006 (Vic)
Education and Training Reform Act 2006 (Vic)
Health Records Act 2001 (Vic)
Occupational Health and Safety Act 2004 (Vic)
Privacy and Data Protection Act 2014 (Vic)
Working With Children Act 2005 (Vic)

Mapping Information

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3
AQTF Standard 2.3, 3.2