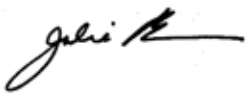
Excursion Policy and Procedure

Policy number	P-54		
Version number	4.0		
Drafted by	Mark Favetta		
Responsible person CEO	Mark Favetta	Signature	Date: 20/07/22
Approved by the Board:			
On behalf of the Board	Julie Hodgkins President	Signature 	Date: 20/07/22
Scheduled review date	December 2025		

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 the DVLC Board, staff, students and volunteers.

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 overall responsibility for the oversight of excursions to ensure that:

- excursions are planned and conducted appropriately;
- sufficient safety precautions are available (such as emergency procedures and first aid training),

- staff are aware of their responsibilities and *duty of care* obligations during excursions; and
- *major excursions* or those involving students under 18 years undergo a risk assessment and are approved by the Board.

In practice, excursion approval and management may be delegated to program managers where child safety is not a concern.

All DVLC staff have a duty of care obligation to minimise the risk of reasonably foreseeable harm to students while on- or off-campus on excursion. All DVLC staff organising excursions must seek approval for proposed excursions, whether *local* or *non-local*, from their program manager. Approval will be granted after consideration of the educational or community development purpose, staff availability, and the effectiveness of strategies in place to manage the safety of students and likely emergencies.

All students participating in the excursion must provide written consent in an Excursion Consent Form. Students under the age of 18 years require signed consent from a *parent* and the provision of relevant medical information or *Action Plans*. Consent forms must provide details of the excursion arrangements including:

- proposed date and destination;
- costs;
- transport details;
- activity details;
- special requirements (such as clothing);
- dietary requirements (if applicable);
- name of the teacher/staff member in charge of the excursion; and
- emergency contact details for the student.

All DVLC staff participating in the excursion require a current *Working with Children Clearance* or *VIT registration*. Wherever possible, DVLC will arrange for staff trained in first aid 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 20 students under 18 years on a daytime excursion;
- one teacher per ten students 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 procedures and processes required for students under the age of 18 years, including time requirements for getting Board approval or developing the appropriate risk assessments.

2. The DVLC staff member planning the excursion must discuss proposed arrangements with their program manager prior to completing the required excursion approval and consent forms, and requesting excursion approval as follows:
   a. local and day (non-local excursions) require approval from the program manager;
   b. day excursions involving students under 18 years require approval from the CEO; and
   c. overnight excursions, or adventure activities involving students under 18 years (major excursions) require approval from the Board.

3. In approving the excursion, the program manager, CEO or Board must consider:
   a. the educational or community development purpose of the excursion;
   b. the inherent risks of the excursion, and whether a risk assessment should be completed prior to consent being granted (a risk assessment is mandatory for major excursions involving students under 18 years);
   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, mobility and size of the cohort;
   h. arrangements for cancelling the excursion, including on the day (for example, in adverse weather conditions);
   i. whether sufficient time is available to collect *informed consent* from students and parents ;
   j. the nature of the excursion activities and special requirements or equipment (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 educational activities, protocol requirements and 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 their program manager;
   c. ensure that informed consent has been received from all participating students (and parental consent for those students under 18 years);
   d. ensure that medical information has been collected where required;
   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 for emergency / weather reports that may necessitate excursion cancellation;
   b. check that medical detail forms have been signed and completed, and carry them during the excursion;
   c. check that excursion forms have been signed and returned by all participating students (or their parents);
   d. 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 relevant DVLC staff;
   e. ensure that emergency contact details will be available during the excursion;
   f. 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 that participating students are assembled and mark the attendance roll;
   b. check the venue on arrival to assess any apparent dangers or hazards and prepare appropriate contingency plans;
   c. remind students of protocol requirements, activity arrangements and the expected standards of behaviour;
   d. facilitate the excursion activities as required;
   e. deal with any student misbehaviour that breaches the behaviour standards in the Student Handbook; and
   f. 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, the DVLC staff member in charge may decide that the student should be sent or return home. If the student is under 18 years, the staff member must:
   a. advise the CEO and request authorisation;
   b. advise the parent ;
   c. make arrangements for the collection of the child appropriate to their age and maturity; and
   d. debrief and make a report on return to DVLC.

Definitions

An Action Plan is a plan drawn up by a medical/health practitioner prescribing emergency medical treatment or care provision if a student's health declines. Examples include ASCIA Anaphylaxis Action Plans and Asthma Action Plans.

Local excursions include short visits to places of educational value in the local community (such as the local library), and situations where students complete educational activities a short distance from DVLC premises (such as nearby walking

paths, parks or shopping centres). Local excursions exclude adventure activities and are typically low risk.

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 activities 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 Board. These should be planned well in advance so that the necessary risk assessments can be completed and Board approval is obtained.

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

- providing suitable and safe premises;
- providing an adequate system of student supervision;
- undertaking risk assessments for activities and events, especially if students under 18 years are involved;
- implementing strategies to prevent reasonably foreseeable injuries, whether physical or psychological, to students (including injuries suffered as a result of bullying);
- ensuring that appropriate medical assistance is provided to a sick or injured student;
- ensuring the training organisation complies with the Child Safe Standards;
- taking other reasonable precautions to minimise the risk of child abuse by an individual associated with the organisation;
- implementing relevant policies and processes; and
- managing employee recruitment, conduct and performance.

Duty of Care responsibilities apply to normal classroom activities and when offsite on excursions.

Informed consent is a legal term that refers to a situation where agreement is obtained after being made fully aware of the facts. Adult students may consent to join an excursion once they are made aware of the details (such as activities to be completed, travel arrangements and costs). Students under the age of 18 years must be granted written permission from their parent before participating in an excursion. Informed consent includes agreement to:

- meet the financial costs of the excursion;
- allow DVLC to seek medical treatment for them (or their child under 18 years) in an emergency;
- alert DVLC to any medical conditions or allergies held by them (or their child under 18 years); and
- bearing any costs incurred where a student becomes ill or seriously misbehaves while on excursion and DVLC requests their collection.

Parent means a parent, guardian or carer.

VIT registration means a teacher registered with the Victorian Institute of Teachers and subject to a professional code of conduct.

A **Working with Children Check** (WWCC) is a screening process from the Department of Justice and Community Safety that checks a person's criminal and disciplinary or regulatory conduct records for suitability for child-related work (as defined in the Worker Screening Act 2020). The check must be renewed every 5 years. It is a requirement that all DVLC staff and volunteers obtain and regularly update their Working With Children Check.

Related Policies
• P-1 Risk Management Policy and Procedure • P-8 Student Welfare and Duty of Care Policy and Procedure • P-16 Student Complaints and Appeals Policy • P-24 Critical; Incident and Emergency Management Policy • P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy • P-31 Student Safety and Security Policy • P-35 Mandatory Reporting Policy • P-40 Child Safe Policy • P-42 Consumer Protection Policy • P-43 Privacy Policy • P-51 Bullying and Harassment Policy • P-55 Anaphylaxis Management Policy and Procedure • P-56 Accident and First Aid Policy • P-57 Asthma Management Policy and Procedure
Related Documents
• D-028 Student Handbook • F-039 Medical Information Form • F-103 Excursion Approval Form • F-105 Excursion Consent Form
Legislation
• Charter of Human Rights and Responsibilities Act 2006 (Vic) • Child Wellbeing and Safety Act 2005 • Children, Youth and Families Act 2005 (Vic) • Disability Act 2006 (Vic) • Disability Discrimination Act 1992 • Education and Training Reform Act 2006 (Vic) • Equal Opportunity Act 2010 (Vic) • Health Records Act 2001 (Vic) • Occupational Health and Safety Act 2004 (Vic) • Privacy Act 1988 • Privacy and Data Protection Act 2014 (Vic) • Worker Screening Act 2020 (Vic)

Mapping Information
• AQTF Standards 2.3 and 3.2