



Excursion Policy

EXP2019-1.2

Purpose:	The purpose of this policy is to ensure staff members are aware of approval processes and risk management procedures relating to organising excursion and activities including students, staff & volunteers. Information is also included relating to overnight accommodation and college approved camps.	
Scope:	This policy applies to staff planning excursions and taking students off campus.	
Status:	Approved	Supersedes: N/A
Authorised by:	College Governing Body Chairperson / CEO	Approval Date: 25 th March 2019
References:	Staff Code of Conduct Child Protection Policy Child Risk Management Strategy Risk Management Policy Work Health and Safety Policy Critical Incident Policy Transportation Policy Alcohol, Tobacco and Illicit Drugs Policy	
Reviewed:	2 Years	Next Review: 35 th March 2021
Responsibility:	CEO / Executive Principal	Point of Contact: Deputy Principal / Services Manager
Policy Owner:	College Governing Board	

Policy

This policy addresses requirements and expectations around excursion and activity planning and approval. It has been introduced to adequately risk manage and ensure the safety and well-being of all staff, students and volunteers involved. It also clarifies the important administration and planning requirements to effectively monitor and manage excursions.

Definitions

An **excursion** is a college-related activity for students, under the supervision of a college staff member/s that takes place off site of the college grounds.

Legal **Duty of Care** requires that accompanying adults should take reasonable and practical measures to ensure the health and safety of any college students under their care. Primary responsibility remains with the staff member in charge.

Staff member in charge refers to the nominated staff member that has ultimate responsibility of the planning and coordination throughout the duration of the excursion.

In this policy, **Parents** includes a carer or legal guardian.

Informed consent means that parents give consent to their child participating in excursions relating to High or Extreme risk, interstate or long-distance travel activities and where third-party indemnity is required. Permission forms should include details of the excursion and the associated risks, so that parents are able to make an informed decision about their child's involvement. Activities deemed Low or Medium Risk will come under a general consent completed as part of the enrolment process.

Accompanying adults include team leaders, advisors, parents, general college staff, contractors and volunteers.

Goals

Excursions and external activities are an integral part of Arcadia College's curriculum. They are beneficial to student engagement and enrich student's social development and further build relationships between students and staff.

Responsibilities

It is the **responsibility of the CEO or CEO's delegate, the employee's supervisor/s** to ensure that:

- The excursion is directly related to the curriculum and not predominantly recreational. Excursions are generally considered to be an optional enrichment activity.
- All participating staff know the requirements of this policy and other relevant college policies, supervision requirements and safety procedures. If college policy is not followed, staff may not be afforded the Directorate's protection under the principle of vicarious liability i.e. where an employer bears the cost of damages resulting from an employee's negligence.
- Accompanying adults are advised of their responsibilities and relevant Directorate and college policies and the consequences of non-compliance.
- All requirements contained in the *Staff Handbook* for planning and accounting for monies are met.
- If the planned excursion is assessed as a High or Extreme risk activity as per the "*Risk Matrix*" (referring to *Manage Risks in College Activities pro forma*), a *Risk Assessment pro forma* must be included as part of the *Activity & Excursion Application*. For Low and Medium risk excursions, the completion of a *Risk Assessment pro forma* is recommended but not mandatory.
- An assessment has been undertaken to determine that a private provider meets the following criteria relevant to the excursion activity and any risks involved:
 - the provider's staff are trained to the industry standards required to supervise the activity and accreditation is sighted
 - the provider meets industry standards and accreditation is sighted
 - the provider has a risk management and/or safety plan relevant to the activity and it is sighted
 - the provider has appropriate insurance including at least a \$20 million Public Liability cover for any one event.
- Parents are aware of any Disclaimer Statements from private providers and make their own informed decision about whether to participate.
- Supervision is adequate in relation to the number and needs of students, their maturity, anticipated behaviour and the activities planned
- Arrangements are made for any student unable to participate in an excursion by having alternative activities and/or strategies available. Students with a disability should have an equal opportunity to participate in excursions. The CEO or CEO's delegate, the employee's supervisor/s must therefore consider what reasonable adjustments may be made to allow a student with a disability to participate in an excursion.
- Copies of emergency contacts and procedures and contingency plans are kept in the college and are accessible by the staff member in charge of the excursion (refer to *Critical Incident Policy*).

- Consideration around the following areas:
 - venue selection
 - travel arrangements
 - safety, emergency and risk management
 - informed consent from parents
 - medical information
 - appropriate staffing and supervision ratios
 - experience and competency of staff relevant to activities being undertaken
 - student preparation and behaviour
 - requirements for any adventure activities
 - maintenance of full records, including documentation of the planning process
 - high risk nature of some activities

It is the **responsibility of the staff member in charge:**

- To know and to comply with the requirements of related and relevant policies.
- Where private or hire vehicles are used, to advise the owner and/or driver to have appropriate insurance cover as applied in the “*Transportation Policy*”.
- To give consideration to those occasions when it is desirable for a participating staff member to have a current first aid certificate and an appropriately stocked and maintained first aid kit to be carried.
- To ensure that all accompanying adults are appropriately screened, qualified and/or experienced and are advised of their responsibilities and relevant Directorate and college policies and work health and safety procedures (refer to the *Child Protection Policy*).
- To gain informed consent by ensuring that parental information, medical and permission forms are issued where appropriate and completed and returned prior to the excursion.
- To ensure *Permission Forms* and updated Medical Information are provided for High and Extreme risk excursions. Permission is also required for interstate or long-distance travel activities.
- To ensure Disclaimer Statements from private providers are supplied and signed by the parent where required. Documentation must **not** be signed on behalf of a parent.
- Informed consent is confirmed by parents completing supplied permission paperwork; or a signed note stating the parent gives consent to the child being involved in the excursion; or via an email response from the parent.
- Verbal or SMS permission is **not** satisfactory consent.
- To ensure *Permission Forms and Medical Information* are carried on High and Extreme risk excursions and to be aware of the relevant medical conditions of students.
- To develop emergency contacts and procedures for all excursions. Copies of these contacts and procedures must be taken on High and Extreme risk excursions.
- To ensure the cultural, social and religious needs of all students are considered and met in both the preparation stage and whilst on the excursion.
- For overnight excursions, to ensure that girls and boys are not accommodated in the same rooms (LGBTIQ students considered as part of planning). Staff members are not accommodated in a room with a single student regardless of gender. Two staff members as a minimum, but where possible staff should be in separate quarters.

- It is the responsibility of accompanying adults to exercise their duty of care throughout an excursion and ensure that Directorate and college policies are followed.
- To ensure all requirements contained in completed “*Risk Assessment*” pro forma for excursions and activities are followed for the activity and that staff are briefed on these expectations.
- The excursion and activity planning process includes an emphasis on risk management and work health and safety.

Approvals

All excursions and camps must be approved by the CEO or CEO’s delegate.

Staff wishing to organise a camp or excursion must complete an *Excursion / Activity Application* KiSSFLOW and submit for approval. All excursions and camps must be approved prior to running. Where an excursion or camp proposal has not been submitted, that excursion or camp may not run. This decision will be made by the CEO or CEO’s delegate. The CEO or CEO’s delegate will consider the educational outcomes of the excursions or camp as well as the impact on the college for the proposed date.

The CEO or CEO’s delegate will ensure that all excursions, camps, transport arrangements, emergency procedures and staffing comply with college policies and procedures.

The Staff member in charge will complete the “*Excursion / Activity Application*” for general excursions two working weeks prior to departure and six working weeks prior to departure for camps or excursions involving overnight accommodation and ensure all relevant details are documented.

Once the excursion or camp has been approved final arrangements including bookings, permission forms, planning meetings etc. must be carried out and completed prior to event.

Parent Consent and Medical

- Notification of Low and Medium risk excursions will be sent to parents prior to the activity at the discretion of management. This will be based on the nature and risks of the activity. It is common for students and staff to be involved in offsite activities several times a week.
- High and Extreme risk excursions or excursions including interstate or long-distance travel will require “*Permission Forms*” to be sent to parents to complete and returned to the college prior to the excursion. Copies are to be taken and given to administration for filing prior to activity.
- Informed consent is confirmed by parents completing supplied permission paperwork; or a signed note stating the parent gives consent to the child being involved in the excursion; or via an email response from the parent.
- Verbal or SMS permission is **not** satisfactory consent.
- Students who do not have appropriate documentation will **not** be able to participate in the excursion.
- On sequential excursions of a similar nature multiple parent consent forms are not required. Parents must advise of any changed medical requirements and/or other needs prior to each excursion.
- The use of the “*Permission Forms*” does not absolve the college or staff from liability as a result of an act of negligence, it is used as evidence of care and parent awareness to have forms completed, returned to the school and retained on file.
- In the event of an accident/incident these forms should be attached to the “*Accident/Incident Report*” to be forwarded to management.

- Assessing excursion risk levels can be gauged using the “*Risk Matrix*”. Further support can be offered by the assigned Work Health and Safety Advisor.

Duty of Care

The designated staff member in charge has ultimate responsibility for all students in their care. The Duty of Care cannot be delegated, this includes supervision of students who are in the care of external education providers, ancillary staff, parents or volunteers.

All external education providers must have appropriate certification to work with children and young people (blue card). A staff member must be present at all times and remain the person designated with duty of care responsibilities. Using external providers does not absolve the responsibility of the staff members, including First Aid duties.

First Aid

At least one member of staff responsible for each group will hold an appropriate first aid qualification. A portable first aid kit must be carried with the group that is appropriate for the activity, the location, the group and the applicable level of first aid.

Nature, location and medical history of students will be considered carefully to determine the level of first aid training required by staff.

Diversity and Equity

Students will not be denied attendance to any excursion or camp because of disability or medical condition. The college will take reasonable steps to support the inclusion of student with moderate to severe disabilities in its planning and delivery. Student support officers (SSO’s) or an approved volunteer may be invited to assist in the delivery of excursions.

Appropriate emergency and risk management planning will be undertaken for students with disabilities attending camps and excursions. These students will be identified to personnel attending camps or excursions.

Emergency Notifications and Communication

In the event of an emergency, to ensure information is provided to emergency services, college staff will notify management immediately to commence the following items as in correspondence with the CEO or CEO’s delegate (refer Critical Incident Policy):

- Parents or carers will be advised of the telephone numbers (both during and outside of hours) for the designated College contact person in the event of an emergency.
- During the excursion, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the contact person and not personnel on the excursion as this will keep the telephone lines free at the excursion site.
- Arrangements for communicating with parents in the event of an emergency, cancellation or recall of the excursion must be made.
- Permission forms must remain at the college with the designated college contact person and copies of each form must be taken on the excursion by the staff member in charge.
- In the event of an emergency, accident or injury staff on the excursion should:
 - take emergency action.
 - Immediately notify the CEO or CEO’s delegate.

Risk Management

An assessment of excursion risks must be undertaken:

For excursions deemed High or Extreme Risk a *Risk Assessment* is required. Venue managers and activity providers should be consulted in the preparation of the college's risk management plan and where appropriate, the risk management plans of venues or activity providers should be used to form the Risk Assessment process.

Incidents

- The staff member in charge should complete an *Accident/Incident Report* in the event of an accident documenting supporting evidence.
- In serious cases where medical attention is obviously necessary and a parent is not available, the staff member in charge should send for an ambulance or a doctor, whichever is appropriate, or arrange transport to the nearest or most convenient medical facility.
- The choices stipulated by the parent on current Medical Information should be respected where possible.
- Parents must be advised as soon as reasonably practicable of action taken in an emergency.
- The CEO or CEO's delegate is contacted and briefed on the incident and arrangements made.

Transport

Parental permission must be given for their children to travel by public transport, college owned and private buses/vehicles, or by private car driven by a staff member. (Refer to the *Transportation Policy*).

Where private or hire vehicles are used, each owner and/or driver must:

- carry the required licence
- have valid insurance which is appropriate to the excursion
- ensure that the vehicle is registered and roadworthy
- ensure that the seatbelt provision of the vehicle is not exceeded.

For bus transport the registered carrying capacity must not be exceeded. Wherever possible, students should be transported in buses with seatbelts. Seatbelts are essential for all excursions involving travel.

Student Behaviour

Disciplinary measures apply to students on camps and excursions consistent with the college's "*Positive Behaviour Policy*". In extreme cases the camp or excursion staff, following consultation with and the approval of, the CEO or CEO's delegate, may determine that a student should return home.

In such incidences, the student/s parent or carer will be advised of the:

- the circumstance associated with the decision to send the student/s home
- the time when the parent or carer may collect their child from the excursion or the anticipated time that the student will arrive home.
- Any costs associated with the student/s return which will be the responsibility of the parent/carers.

Formal approval must be given to transport students home in compliance with the "*Transportation Policy*".

Alcohol, Tobacco and Illicit Drugs

In the event that students are found to be under the influence or in possession of alcohol or Illicit drugs the staff member in charge is to refer to the "*Suspicion of Drug Possession Procedure*" and "*Alcohol, Tobacco and Illicit Drugs Policy*". In the event drugs are seized Police must be contacted to have suspected drugs disposed of ethically.

The CEO or CEO's delegate must be contacted immediately. Then arrangements will be made to have parent's collect students or transported home as soon as possible at the expense of the parent.

Formal approval must be given to transport students home in compliance with the "*Transportation Policy*".

Non-participants

Persons at a college organised activity who are not participants in the activity (eg. siblings, friends, grandparents) are not afforded insurance cover by the Directorate for public liability or personal accident.

Supporting documentation

Excursion / Activity Application (KiSSFLOW)

Managing Risks in College Curriculum Activities

Risk Matrix

Permission Form and Medical Information

Notification Form