



EXCURSION POLICY

1 RATIONALE

An excursion is any activity organised by Minaret College (except work experience) whereby students leave the school grounds for the purpose of engaging in educational activities.

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 Minaret College, our students, our staff and others involved.

The purpose of this policy is to manage the risks associated with school excursions and to make excursions as safe as possible.

2 DIFFERENT TYPES OF EXCURSIONS

During the course of the school year Minaret College students may attend a number of different types of excursions including:

- a) **Regular Off Campus Activity** - an activity that is conducted regularly throughout the school year and requires students to, either travel between campuses, or to travel from school to an off campus location to attend an event, a lesson or an activity. An example of a Regular Off Campus Activity is where a student is enrolled in TAFE course and is required to travel between the school and the TAFE campus on a weekly basis.
- b) **Single Day Excursion** – one off excursion that does not involve an overnight stay. A single day excursion can range from a few hours through to a whole day trip.
- c) **Overnight Excursion** - an excursion that involves one or more overnight stays.
- d) **Recreation & Outdoor Activities** - may be either a single day excursion (such as Swimming and water safety programs), or an overnight excursion (such as a school camp).
- e) **International Excursions** – travelling outside Australia for a few days or weeks

3 GENERAL PRINCIPLES TO BE FOLLOWED

As different types of excursions involve different types of risks, the Staff in Charge (Organising Staff Member) must assess the risks and develop a plan to manage the excursion.

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

- a) Excursions should relate to the school's educational program;
- b) Excursions must be age/stage appropriate;
- c) Excursions must provide valuable outcomes for students;

- d) Excursions are inclusive and all students within a specific learning group are to be given the opportunity to participate;
- e) Excursions should be planned so to not interfere with exams;
- f) Excursions are to be costed in the most cost beneficial way possible, and
- g) Consideration given to other excursions so to not impose a financial burden on families.

4 PROPOSING AN EXCURSION

A teacher who wishes to put forward a proposal for an excursion may do so by completing an ACE request on EMS360 and submitting it to the Head of School

A risk assessment plan (using the Risk Assessment Template available on EMS360) for all requests must be attached to the application. It is a written document used to identify risks posed by a particular excursion, and to assess those risks having regard to mitigation strategies that have been developed.

It is Minaret College's policy to register any overseas travel plan with the Department of Foreign Affairs and Trade (DFAT). This ensures that should dangerous or exceptional circumstances arise whilst travelling, DFAT will be able to assist in ensuring the safety and security of staff and students.

5 EXCURSION MANAGEMENT PLAN

Minaret College has developed a Risk Assessment Template to assist staff seeking approval for a particular type of excursion. Where similar excursions have been conducted in the past previous excursion plans should be reviewed and if suitable, used as a starting point for planning the new excursion.

The Template can be accessed via the EMS360 portal (<https://vic.ems360.com.au/index.html>).

Copies of previous Risk Assessment Plans can be requested from the Head of School.

6 FINAL APPROVAL FOR EXCURSIONS

Final approval for an excursion may only be given by the Head of School upon satisfaction that the risks posed by the particular excursion have been appropriately identified and appropriate risk mitigation strategies have been developed which will be implemented effectively.

Email notification will be sent to the initiating teacher once the excursion has been approved in EMS, or alternatively, the Head of School shall provide reasons if approval has not been granted.

7 STANDARD RISK MANAGEMENT PROCEDURES FOR EXCURSIONS

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

7.1 CONSULTATION

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

7.2 INFORMED CONSENT

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

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

7.3 CLOTHING & EQUIPMENT

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

7.4 VENUE SELECTION

The appropriateness and location of the selected venue/s.

7.5 TRANSPORT ARRANGEMENTS

Appropriate transportation arrangements.

7.6 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.

7.7 STUDENT'S CAPACITY

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

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

7.8 SUPERVISION

The development of a supervision strategy;

- a) The availability of supervisors with appropriate competencies, skills and experience (including first aid);
- b) An appropriate supervisor-student ratio having regard to the nature and length of the excursion;
- c) Consideration of the supervision requirements for activities undertaken on excursions, having regard to:

- a. The nature and particular risks of the activity, such as swimming and other water-based activities; and
- b. The risks presented by the activity venue and its location, such as bushfires and other environmental hazards.
- c. 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
- d. All supervisors are properly briefed with respect to all aspects of the Excursion Management Plan.

7.9 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.

7.10 COMMUNICATION STRATEGIES

Appropriate communication strategies are in place. If requested by the Organising Staff the school can provide a mobile phone.

8 ADDITIONAL RISK ASSESSMENTS

Where the need for additional risk assessments have been identified these must be included in the Risk Assessment Template.

9 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 Head of School.

At the conclusion of the excursion, the Staff in Charge is required to inform the Head of School in writing, describing the incident and actions taken.

10 RECORD KEEPING

Copies of all records relating to a particular excursion must be maintained in school and include:

- a) A copy of the Excursion Plan in EMS;
- b) Names and contact details of the Staff in Charge;
- c) Names of all supervisors, including non-teaching staff and parents;
- d) Names of all attending students and permission slips;
- e) A copy of any contracts that Minaret College may have entered into with third party organisations;
- f) A copy of any risk assessments; and

- g) 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.

11. RELATED DOCUMENTS

- Risk Assessment Template
- Emergency Management Plan
- Supervision Policy
- Duty of Care

DOCUMENT CONTROL

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