

682 ECG College Offsite Activities Excursion Policy



Purpose

1. To ensure the safety of students, staff and the public on excursions conducted by Education Centre Gippsland Community College (ECG College).
2. To outline the Duty of Care requirements and staff responsibilities for all students and specifically for students under 18 years of age who attend an offsite activity and excursion.

Policy

3. Excursions offer students the opportunity to participate in learning related experiences outside the normal educational environment. While there is recognition of the advantages of these experiences, it is important that all safety issues are carefully considered when organising such an excursion. When determining initial arrangements, it is important to consider the cost to the students and to ensure that no student is disadvantaged through an inability to meet the financial requirements.
4. CCG and ECG College employees have a duty of care towards students wherever there is an employee and student relationship whilst on and off the campuses.
5. Where a student under 18 years of age attends an offsite activity or excursion, the ECG College staff members and others involved in the excursions must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.
6. ECG College staff and support staff who are supervising and/or attending an offsite activity will hold the following First Aid qualifications:
 - Adventure Offsite Activities – all staff attending, including support staff, must hold the Level 2 First Aid (incorporating CPR), Anaphylaxis and Asthma certification
 - General Offsite Activities - a minimum of 1 (one) staff member must hold the Level 2 First Aid (incorporating CPR), Anaphylaxis and Asthma certification

Responsibilities

7. The CEO has responsibility for overseeing that excursions are conducted in a safe and appropriate manner and the Head of School must ensure that all staff follow this policy and procedure.
8. The CEO must approve all excursion activities that:
 - Overnight excursions and camps
 - Interstate / overseas excursions requiring sea or air travel
 - Excursions involving weekend or vacations e.g. public holidays
 - any activity that is deemed an Adventure Activity as listed in the 682-1B Adventure Activities Excursion Planning Form
9. The Head of School must approve all excursion activities that are deemed General Activities (non-high risk) as per the 682-1A General Activities Excursion Planning Form.
10. The Head of School will ensure:
 - Teachers submit the fully completed excursion planning form with the supporting evidence where required for approval at a minimum of 4 weeks prior to the excursion
 - All excursions are planned, approved and conducted in accordance with the Department of Education policy and requirements

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- The online notification of school activity form is completed at least three weeks prior to the activity using the Student Activity Locator government website

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- Compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions for adventure activities and requires CEO approval
 - The correct Excursion Planning template and supporting Forms are completed and approved by the CEO where required prior to the excursion
 - Where ECG College is employing an external provider to deliver a specific excursion activity, the 682-1R External Provider form must be fully completed and submitted for review prior to the excursion
 - The 682-1F VCAL Student Excursion Notification Letter is sent to all students and parents/carers/guardians for signing and returning. No student can participate in the excursion without providing the Informed Consent Acknowledgment form prior to the excursion.
 - Every excursion planning form will have a completed Risk Management Analysis System (RAMS) form that is relevant to the individual excursion risks.
 - Appropriate care, safety and welfare of students with medical conditions, disabilities and special needs are identified and documented
11. All excursion documents must be entered in detail into the Excursions Calendar located in CCG's Outlook program.
12. Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the school staff retain full responsibility for the students, as the duty of care of the school staff to students cannot be delegated to a third party.

Scope

13. The scope of the Policy relates to all excursion activities undertaken with students and staff within the operations of CCG and ECG College.

Definitions:

Excursions of CCG and ECG College are defined as:

14. An excursion is an activity organised by CCG or ECG College (not including work experience) during which students leave the campus grounds to engage in educational activities (including camps and sport). Adventure activities are included in this definition (regardless of whether they occur outside the campus grounds or not)
15. **General Activities:** An excursion is an activity organised by the school (not including work experience) during which students leave the school grounds to engage in educational activities (including camps and sport).
16. **Adventure Activities:** Adventure activities are included in the above definition (regardless of whether they occur outside the school grounds or not). An adventure activity is an activity that involves greater than normal risk which may include:
- travel into a relatively undeveloped area of the country in which vehicle contact is difficult and/or uncertain
 - confrontation with natural environmental challenges requiring greater reliance upon personal resources than would normally be required in day-to-day life
 - less than normal contact by person or by telephone, with medical and other public services available in normal day-to-day life
 - exposure to the natural elements with less than the normal physical protection provided in day-to-day life
 - activities listed in the Safety Guidelines for Education Outdoors such as:

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• Abseiling	• artificial climbing	• abseiling walls	• bushwalking
• canoeing/kayaking	• challenge ropes courses	• cross country skiing	• cycling
• downhill skiing	• snowboarding	• horse riding	• orienteering
• overnight camping	• rafting	• recreational swimming	
• rock climbing	• sailing	• scuba diving	• sea kayaking
• snorkelling	• surfing	• water skiing	• windsurfing

17. **Overnight/s** – excursions that are overnight/ residential/camp excursions

18. **Duty of Care** – all staff are required to supervise all learning environments; the school grounds, the classroom and excursions - online spaces are also considered a learning environment. Therefore as part of that duty, teachers are required to adequately supervise students who are working in these spaces. This duty also requires protection from risks that could arise (that is, those that the teacher should reasonably have foreseen) and against which preventive measures could be taken

19. **Informed Consent** - means that students and parents/carers/guardians of students under the age of 18 years must give written permission for the student for whom they are responsible to participate in an activity after they have been informed of the details of the activity, the possible risks and associated costs involved.

20. **RAMS** – Risk Analysis Management system

Relationships

21. **External:** Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Working with Children Act 2005 (Vic), Children, Youth and Families Act 2005 (Vic). Occupational Health and Safety Act 2004 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Disability Regulations 2007, Information Privacy Act 2000 (Vic), Health Records Act 2001 (Vic), Department of Education and Training Activities and Excursion Policy and supporting procedures, Child Safe Standards.

22. **Internal Policies:** VCAL Attendance Policy & Procedure, Student Welfare, Care and Safety Policy & Procedure, Emergency Management Plan Policy & Procedure, Asthma Management Policy & Procedure, Anaphylaxis Policy & Procedure, Child Safe Policy and Procedures, Risk Management Policy and Procedures, Student Code of Conduct, Student Rights and Responsibilities, Student Supervision Procedure, First Aid Handbook Policy and Procedures.

23. **Internal Forms:**

- 682-1A General Activities Excursion Planning Form
- 682-1B Adventure Activities Excursion Planning Form
- 682-1F VCAL Student Excursion Notification Letter
- 682-1G Risk Analysis Management System Plan Template
- 682-1J ECG Staff Qualifications and Experience form
- 682-1M Clothing and Personal Equipment List
- 682-1P Emergency Response Plan
- 682-1Q Student Preparation Pre Requisite Skills Form
- 682-1R VCAL External Provider Information Form

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682-1S VCAL Day of Excursion Form Checklist

Procedures

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