

# 682 ECG College Activities Excursions and Camps Policy

## Purpose

1. To ensure the safety of students, staff and the public on excursions conducted by Education Centre Gippsland Secondary College (ECG).
2. To outline the Duty of Care requirements and staff responsibilities for all students who attend an activity, excursion or camp.

## Policy

3. Activities, Excursions and Camps 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, if any, to the students and to ensure that no student is disadvantaged through an inability to meet the financial requirements, if required.
4. CCG and ECG employees have a duty of care towards students wherever there is an employee and student relationship whilst on and off the campuses.
5. ECG staff who are supervising and/or attending an activity will hold the following First Aid qualifications:
  - Adventure Offsite Activities — the required ratio of 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

## Scope

6. The scope of the Policy relates to all excursion activities undertaken with students and staff within the operations of ECG.
7. This policy does not apply to student workplace learning.

## Definitions

### Excursions of ECG are defined as:

8. **Incursion:** An activity organised by ECG where by the activity is held on ECG Campus. This may involve a Guest Speaker attending the Campus.
9. **Intercampus:** An activity organised by ECG where by the activity is held at an alternate ECG Campus.
10. An **Excursion** is an activity organised by ECG during which students leave the campus grounds to engage in educational activities (including camps and sport). Adventure activities

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are included in this definition (regardless of whether they occur outside the campus grounds or not)

11. **Local Excursion:** An activity to locations within walking distance of the college and do not involve “Adventure or Amusement Activities”.
12. **General Activities:** An activity organised by the college during which students leave the college grounds to engage in educational activities (including camps and sport).
13. **Adventure Activities:** Adventure activities are included in the above definition (regardless of whether they occur outside the college 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
  - Further information and examples of adventure activities are available on the Department of Education’s Policy and Advisory Library, at the following link:
    - <https://www2.education.vic.gov.au/pal/excursions/guidance/adventure-activities>
14. **Overnight/s:** excursions that are overnight/ residential/camp excursions.
15. **Amusement Activity:** any activity that includes the use of amusement rides, attractions or fireworks either managed through a third-party operator or on college site.

**Note:** workplace learning activities (such as work experience) and intercampus travel are not considered college excursions

16. **Duty of Care:** all staff are required to supervise all learning environments; the college 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.
17. **Informed Consent:** means that students and parents/carers/guardians of students 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. Only students who have independently enrolled at ECG (eg independent minor) are able to give their own informed consent.
18. **RAMS:** Risk Analysis Management system.
19. **EVENTS Team:** Team comprising of Principal, Lead Teachers — Campus, Executive Manager Corporate Services, Administration Staff and other required parties.

## Responsibilities

20. The Executive Principal/CEO has responsibility for overseeing that activities, excursions and camps. are conducted in a safe and appropriate manner and the Campus Principal/Lead must ensure that all staff follow this policy and procedure.

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21. The College Principal must approve all excursion activities that include:
- 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
  - any activity that is deemed an Amusement Activity
22. The Campus Principal/Lead — Campus must approve all excursion activities that are deemed General Activities (non-high risk)
23. The Campus Principal/Lead will ensure that:
- a. The Organising Teacher has submitted the completed excursion planning form with the supporting evidence as part of the required “compass event” for approval at a minimum of 5 weeks prior to the excursion.
  - b. All excursions are planned, approved and conducted in accordance with the Department of Education policy and requirements.
  - c. The online notification of college activity form is completed at least three weeks prior to the activity using the Student Activity Locator government website.
  - d. Compliance with the Safety Guidelines for Education Outdoors, which are mandatory for excursions for adventure activities and requires Principal approval.
  - e. The correct Excursion Planning template and supporting Forms are completed and approved by the “Events Team” and Lead Teacher - Campus where required prior to the excursion.
  - f. Where ECG 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.
  - g. Every “event” on compass will have a completed risk assessment which will include consideration of arrangements for supervision of students and consideration for the risk of bushfire activity in the excursion location.
  - h. Staff will refer and adhere to the Weather and emergency warnings guide Hazard identification and risk assessment “Appendix C”. Where necessary excursions or camp activities in effected locations will be cancelled or rescheduled. Planning will also cover arrangement for cancelling, recalling or altering the camp or excursion for any other reason.
  - i. Appropriate care, safety and welfare of students with medical conditions, disabilities and special needs are identified and documented.
  - j. In cases where a camp or excursion involves a particular class or year level group, the Organising Teacher will ensure that there is an alternative education program available and appropriate supervision for those students not attending the camp or excursion.
  - k. All activities, excursion, camp documents must be entered in detail into the Events section of COMPASS. Event details will also be in CCG's Outlook calendar.
  - l. All excursion staff will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.
24. Where external providers have been engaged to deliver specific activities or programs for students, or provide other services, the college staff retain full responsibility for the students, as the duty of care of the college staff to students cannot be delegated to a third party.

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25. For all camps and excursions, other than local excursions, ECG will provide parents/carers with a specific consent form outlining the details of the proposed activity. ECG uses Compass to inform parents about camps and excursions and to seek their consent. Parents/carers are encouraged to contact the college to discuss any questions or concerns that they or their child may have with a proposed camp or excursion.
26. For Intercampus visits and local excursions, ECG will provide parents and carers with an annual consent form at the start of each college year or upon enrolment if students enrol during the college year. ECG will also provide advance notice to parents/carers of an upcoming intercampus/local excursion through Compass. For such events that occur on a recurring basis (for example weekly outings to the local oval for sports lessons), ECG will notify parents once only prior to the commencement of the recurring event.
27. ECG's annual college fee includes costs incurred for all activities/excursions that students may attend. If there is an activity/excursion that requires an extra cost families will be notified and given sufficient time to make payment.
28. Parents and carers need to ensure the college has up-to-date student health information prior to camps and excursions. A member of staff will be appointed with responsibility for the health needs of the students for each camp/excursion. Teachers will administer any medication provided according to our *Medication Policy* and the student's signed *Medication Authority Form*. To meet the college's obligations relating to safety, a first aid kit and mobile phone will be taken by teachers on all camps and excursions.
- It is the responsibility of parents and carers to ensure their child/children are in good health when attending excursions and camps. If a student becomes ill during a camp and is not able to continue at camp it is the parent/carer's responsibility to collect them and cover any associated costs. If the Principal approves a student joining a camp late, transport to the camp is the parent/carer's responsibility.
29. Students participating in camps and excursions are required to cooperate and display appropriate behaviour to ensure the camp or excursion is a safe, positive and educational experience for all students involved.
- Parents/carers will be notified if their child is in danger of losing the privilege to participate in an excursion or camp due to behaviour that does not meet the standards of behaviour set out in the college's *Student Wellbeing and Engagement Policy*. The decision to exclude a student will be made by the Principal or Lead Teacher - Campus, in consultation with the Organising Teacher. Both the parent/carer and the student will be informed of this decision prior to the camp or excursion.
  - If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the principal or their nominee may determine that a student should return home during the camp or excursion. In these circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.
  - Disciplinary measures apply to students on camps and excursions consistent with our college's *Student Wellbeing and Engagement Policy*, *Student Code of Conduct and Bullying and Discrimination Policy*.

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## Electronic Devices

30. Students will not be permitted to bring electronic devices to camps or excursions except with prior approval from the principal. The principal will only approve students bringing electronic devices to a camp or excursion in exceptional circumstances and when it is in the best interests of the student and may place conditions on its location and use during the camp or excursion.

## Food

31. Students will be advised prior to the activity if food is being provided by the College or if students will be required to bring their own food items.

## Accident and Ambulance Cover

32. Any costs associated with student injury rest with parents/carers unless the Department is liable in negligence (liability is not automatic).
33. Unless otherwise indicated, ECG does not provide student accident or ambulance cover. Parents/carers may wish to obtain student accident insurance cover and/or ambulance cover, depending on their health insurance arrangements and any other personal considerations.

# Relationships

## 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.

## Internal Policies

Attendance Policy & Procedure, Student Wellbeing and engagement Policy, 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.

## Procedures

- 682-1A2 General Excursion Checklist
- 682-1B2 Adventure Excursion Checklist
- 682-1K2 Local and Intercampus Excursion Checklist
- 682-1L2 Incursion Checklist

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# Communication

This policy will be communicated to our college community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our college's website
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Discussed at parent information nights/sessions
- Hard copy available from college administration upon request

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## Appendix A: Teacher / Student Ratios

<i>Abseiling and Rock Climbing</i>		<i>Ropes Course</i>	
1:1	Rock Face	1:12	3 students to any one element, 1 participating, 2 spotting
1:10	Others	<b>NOTE:</b>	No student on any element unless supervised
<b>NOTE:</b>	2 Experienced Staff		
<i>Base Camping</i>		<i>Scuba Diving</i>	
1:10	Residential; canvas	1:8	Pool training
1:15	Study: residential	1:4	Diving, 2 buddy systems
		<b>NOTE:</b>	2 qualified staff
<i>Board Sailing</i>		<i>Shooting</i>	
1:3	Beginners	1:1	New or inexperienced
1:5	Novice; intermediate; advanced	1:5	On the track or mound
<b>NOTE:</b>	2 Experienced sailors	1:15	Observers or waiting
<i>Boats, Small Sailing - (Dinghies, Catamarans)</i>		<i>Snorkeling</i>	
1:8	Enclosed Waters	1:8	Closed water: pool
1:6	Open Waters	1:4	Open water
1:4	Open Waters, Adverse	<b>NOTE:</b>	2 qualified staff
<i>Bushwalking</i>		<i>Snow Activities</i>	
1:5	Overnight	1:8	Alpine, Nordic — overnight
1:10	Day	1:10	Alpine, Nordic — day
		1:10	Non-skiing
<i>Canoeing</i>		<i>Surf Activities</i>	
1:6		1:10	Beach
<b>NOTE:</b>	2 Staff members	1:8	Surf
		<b>NOTE:</b>	1 teacher/instructor in water and <b>NOTE</b> 1 teacher/ instructor on beach
<i>Cycling</i>		<i>Swimming</i>	
1:10		1:20	Enclosed pools
		1:10	Open water
<i>Horse Riding</i>		<i>Water Skiing</i>	
1:1	Basics	1:20	Shore
1:5	Beginners	1	Student on two at any one time; if highly experienced two may be taken together
1:8	Semi-experienced	2	People in boat — driver and observer; one must be staff member
<i>Riding School:</i>		<i>Orienteering</i>	
1	Experienced teacher with instructor	1:10	Bush
2	Experienced teachers if no instructor or group exceeds 10		
<i>General Excursions</i>			
1:20	except for senior students where Principal discretion applies		

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# Appendix B:

## Excursion Risk Management Matrix

Compass allows for the Excursion Risk Management matrix to be completed as part of the event details. It shows the Activity, the Hazard and the Control Measures.

Each Hazard shows the rating of the Severity, the Likelihood and the Rating.

Likelihood	Almost Certain					
	Likely					
	Possible					
	Unlikely					
	Rare					
		Insignificant	Minor	Moderate	Major	Severe
	Severity					

Hazards may include but are not limited to:

- Supervision
- Transport
- Student Behaviour
- Health and Wellbeing
- Child Safe
- Weather and Emergency Warnings
- Communication
- Location
- Consent
- Emergency Management

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# Appendix C: Weather and Emergency Warnings Guide

## Hazard Identification and Risk Assessment

(N.B. Consult and communicate with relevant stakeholders e.g., competing schools, third party providers, emergency services, coaches, parents, officials e.g.,

Rowing Victoria)

(N.B. [Risk and Compliance](#) are to be consulted for all whole of campus / school offsite activities and all overseas excursions).

Risk Rating	<a href="#">HOT WEATHER</a> (Ambient Temperature °C) (Bureau of Meteorology - <a href="#">BOM Weather App</a> )	<a href="#">UV INDEX</a> (25 milliwatts/m <sup>2</sup> of UV radiation) <a href="#">BOM Weather App</a> <a href="#">SunSmart App</a>	<a href="#">INCLEMENT CONDITIONS</a> ( <a href="#">Willyweather</a> — Tides) ( <a href="#">EPA</a> — Water Quality) (Site Observations and Testing)	AIR QUALITY		<a href="#">FIRE DANGER RATING</a> (Country Fire Authority) (N.B. Bushfire Risk Assessed for all Excursions) <a href="#">VicEmergency App</a>	<a href="#">EMERGENCY WARNING</a> (Vic Emergency) (Fires, Floods, Accidents, Winds, Earthquakes, etc.) <a href="#">VicEmergency App</a>	<a href="#">TRAVEL ADVICE</a> (Dept. of Foreign Affairs and Trade) (N.B. Applicable for all Overseas Excursions) <a href="#">Smartraveller</a>
				<a href="#">Air Quality Index</a> (PM2.5 micrograms/m <sup>3</sup> ) (N.B. Students ≤14yo at greater risk to health) <a href="#">AirRater App</a>	<a href="#">Pollen Count</a> (Grass pollen grains/m <sup>3</sup> ) <a href="#">Melbourne Pollen App</a>			
<b>Extreme</b>	≥36 >30% relative humidity. Activity moved inside. Extreme Weather Timetable.	≥11	Lightning. Alpine Activities — Ambient Temp. <-15°C Water Activities — Water Temp. <14°C Rainfall >30mm/day Wind ≥50km/h	>150 Likely to be Hazardous to Exercise Outdoors.	≥100 (Extreme Weather Timetable for those sensitive to pollen)	Catastrophic — For survival, leave bushfire risk areas.  Cancel activity.	Emergency Warning — Imminent danger and action is required now. Impact is expected.	Level 4 — Do Not Travel — Principal must cancel or postpone.
<b>Very High</b>	31-35 >50% relative humidity.  Activity modified. e.g., Shorten recess / lunch break (no less than 30min).	8-10  Activity modified. e.g., Shorten recess / lunch break (no less than 30min).	Impaired Visibility — (lux <40) Stop Rowing — (Wind ≥25km/h or ≥15Knots. Water Temp. ≤10°C) Wind ≥25km/h — Close Shade Umbrellas Rainfall >10mm/day No Pool Swimming — (pH <7.20 or >7.80 or chlorine <1ppm or >10ppm.)	101-150 Very poor conditions for Exercise.	N/A	Extreme / Total Fire Ban — Act now to protect life and property. Re-assess risk assessment and consult with regional emergency services about whether activity should be cancelled.	Watch and Act — An emergency is developing nearby. Action is required to remain safe.	Level 3 — Reconsider Your Need to Travel — postpone or cancel as the educational goals are unlikely to justify the risks.
<b>High</b>	26-30 >60% relative humidity.  Activity proceeds.	6-7	Hazardous Surface (slippery / uneven / unclean / unstable). Hazardous Water (depth / obstacles / pollution / currents / turbulence).	51-100 Poor conditions for Exercise.	50-99	High — Be ready to act.	Advice — An incident has occurred in the area. Access information and monitor conditions.	Level 2 — Exercise a High Degree of Caution — requires additional attention to planning and assessment of risk.
<b>Moderate</b>	21-25 >70% relative humidity.	3-5 Apply Sun Protection Measures.		25-50 Caution for those sensitive to air pollution (e.g., Asthmatics).	20-49	Moderate — Plan and prepare.		Level 1 — Exercise Normal Safety Precautions.
<b>Low</b>	15-20	1-2		<25 Good to Exercise.	0-19	No Rating	No Warning	

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## Appendix D:

### ECG Secondary College Excursion Protocol

Your duty of care on an excursion is ABOVE AND BEYOND WHAT A PARENT WOULD REASONABLY PROVIDE.

During an excursion you are on duty all day. Lunch breaks etc. should be taken with the students to ensure maximum student supervision at all times.

### ECG Secondary College Contact Details -

Call in the case of any emergency or if you are in doubt about anything at all:

(During office hours) **5622 6000**

*Program this number into your mobile phone. Ask students to program this number into their mobile phones in case they become separated from the group.*

In the case of a medical emergency always call: **000**

In the event of an **emergency outside of college hours**, or if you are in doubt of anything at all, please call the following **Principal** and **Lead Teachers — Campus**:

- Russel Praetz — College Principal
- Leigh Gartlan - Dandenong
- Bridget Cornish - Leongatha
- Eamon Hartley-Smith - Pakenham
- John Barrow - Warragul

*Student Absences must be called through to the college*

**Remember to turn on your mobile phone so that you are contactable during the excursion!**

**Vic Bushfire Information Line (24 hours) 1800 240 667**

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## Appendix E: Excursion Process

*Each category of event will have its own procedure/checklist e.g. local excursion, general excursion. The below is a general overview of what is expected across all events:*

### Staff information prior to leaving the College

- Completed the necessary Events Checklist
- Organise electronic or hardcopies of work and put it up on Compass, for students not attending the excursion.
- Printed 2 copies of event handbook (1 copy to be given to college reception — yellow folder, 1 copy to be taken on excursion.
- Mobile telephone (with College number programmed in), batteries full charged.
- Notified the College First Aid Co-ordinator of excursion to ensure the preparation of first aid kit aid kit collected and signed out first aid kit as required.

### If a student does not return the permission note PRIOR to the excursion:

- **7 days PRIOR** to the day of excursion a compass reminder will be sent advising the parent that if consent is not received the student will be unable to attend the excursion.
- **3 days PRIOR** to the day of excursion if consent has not been received a call will be made to the parent advising if consent is not received within 24 hours the student will not be able to attend the excursion.
- If the student is absent prior to the excursion and you do not have their permission note, as above call the parent prior to the excursion (not on the day of the excursion).
- **If a student presents on day of excursion with permission or wanting to attend excursion, the Lead Teacher — Campus is to inform the student that they are unable to attend and provide an alternate classroom for the student for the day.**

### Excursion Process: On the day of the excursion

- Mark the roll accurately on Compass prior to leaving the College
- Any student not meeting the dress code requirements of the day must be sent to the Lead Teacher - Campus
- Students not attending should be sent to the designated place for college supervision.
- Get students to save the college number into their mobile phones (to be used in the event of an emergency/if they are separated from the group/need assistance).
- The hardcopy roll **MUST** be kept with you at all times during the excursion. Depending on the excursion will depend on how many times it needs to be marked. The sessions will be set up in compass to show this requirement. Example:
  - Before students get on the bus/train
  - Before the students get on the bus/train to return to college
  - At certain checkpoint times
- No eating or drinking on the bus/train.
- Seat belt must be worn if available.
- Make sure students are aware; under no circumstances are they allowed to change buses.
- Make sure you check with the bus driver about the pickup location and time.

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- It is advisable to 'buddy' up your students or ensure your students are in a small group to keep an eye on one another.
- Advise students that they are representing the College and accordingly they are expected to act appropriately at all times during the excursion.
- Reinforce to all students that they are not allowed to leave designated areas for any reason.
- Advise students of details relating to activities, time of lunch etc.
- Strictly adhere to departure times. Always ensure that you have done a head count prior to assembling for the bus/train and before departure.

### What do I do if:

#### **A student comes to the train station without permission to attend the excursion?**

- Call the college on 5622 6000 to inform them. Under no circumstances can a student participate in an excursion without written consent. In some cases, even if written consent is obtained on site the student may still not be able to participate due to booking constraints (Venue) or non-payment of fees.
- You may be advised by the college to call the parent and get them to return to the station to secure written permission. There is a chance that they are still in the vicinity and that they can come back to the station to sign a permission form.
- Do not leave the student unattended at the station without the permission of the college. The college will advise the course of action for managing a student's duty of care in this instance.
- You may be asked to delay your departure to ensure that the duty of care is met for all students.

#### **A student becomes separated from the group?**

- Call the College to notify them.
- Call the parent. There is a likelihood that the student will call their parent and they can then advise the student to return to the meeting point.
- Try and contact the student via mobile phone- ask the parent for the student number or one of the student's friends.
- Return to the pre-designated meeting point and wait for the student.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or his representative as required.

#### **A student disembarks the train without the group?**

- Call the College immediately and inform the Principal. If the student calls the College they will be advised to stay where they are.
- Call the parent and inform them. There is a chance that the student will contact their parent. The parent can then advise them to wait where they are.
- Get off at the next station (with the rest of the group) and return to the station that the student disembarked from.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or his representative as required.

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### A student becomes ill or is injured?

- In the case of a medical emergency, dial 000. After doing so, contact the College to inform them.
- Always keep the College informed of your whereabouts and progress.
- Seek further direction from the Principal or their delegate as required.

### Your transport is delayed, rerouted or has broken down:

- Contact the college and seek advice.
- The college may in turn seek advice from police or transit authorities and will advise you accordingly.
- In the event that a student's parent attends the location to collect the student, you must advise the college.
- *In the event that you are unsure of any aspect of the advice from the college or in the event that you feel your duty of care is potentially being compromised by either the students themselves (trying to leave the location without your consent) or a parent (asking you to allow a student to leave the location independently or with a third party) you must seek further clarification or advice from the College Lead Teachers — Campus.*

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