

682 Activities, Excursions and Camps Policy

Purpose

1. To ensure the safety of students, staff and the public on activities, excursions and camps (excursions) conducted by ECG Secondary College (ECG) and Community College Gippsland (CCG). ECG will be referred to as CCG for the purpose of this Policy, unless expressed otherwise.
2. To outline the Duty of Care requirements and staff responsibilities for all students who attend an excursion.

Scope

3. This policy applies to all CCG activities, excursions and camps, inclusive of all campuses, regardless of whether the activity is occurring onsite or offsite.
4. This policy does not apply to student workplace learning or work experience.

Policy

5. 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.
6. CCG employees have a duty of care towards students wherever there is an employee and student relationship whilst on and off the campuses.

On any excursion staff members will align to the Department of Education (DE) guidelines regarding staff ratio's and any relevant and or required qualifications.

Definitions

Movies:

- a. M (Mature), which means it contains content of a moderate impact, and may include portrayals of elements such as violence and themes that require a mature outlook.
- b. MA 15+ (Mature Accompanied), which means it contains strong content and is legally restricted to people over the age of 15, unless they are in the company of a parent or adult guardian (such as a teacher).

Incursion: held on college campus. This may involve a Guest Speaker attending the Campus.

Intercampus: held at an alternate college campus.

Local: locations within walking distance of the college and do not involve "Adventure or Amusement".

General: students leave the campus grounds to engage in educational activities.

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Adventure: An activity that involves greater than normal risk (regardless of whether occurring outside of college grounds):

Amusement: any activity that includes the use of amusement rides, attractions either managed through a third-party operator or on college site.

Overnight/Camp: any excursions that are overnight/ residential/camp excursions.

Water Activities: Any activity where attendees will be close enough to a body of water deeper than 300mm to be at risk of drowning from that water by, for example, falling in, or being hit by a wave.

RAMS: Risk Analysis Management system.

Events Team: Team comprising of ECG Staff including Principal Class Officers, Administration Staff and other required parties.

Responsibilities

7. The Executive Manager Training will approve all excursions for the CCG RTO.
8. For ECG the Executive Principal/CEO has responsibility for overseeing activities, excursions and camps. The College principal approves all events and that they are conducted in a safe and appropriate manner. The Campus Principal/Lead must ensure that all staff follow this policy and associated procedures. The College Principal must approve all excursion 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
 - Any activity that is deemed a Water Activity
9. The Campus Principal/Lead — must approve all excursions that are deemed Incursion, Intercampus, Local and General (non-high risk)
 - a. In cases where a camp or excursion involves only one particular class, the Organising Teacher will ensure, where possible, that there is an alternative education program available and appropriate supervision for those students not attending the camp or excursion.
 - b. In cases where a camp or excursion involves a whole year level or campus section, there will be no alternate education program available for students not attending the excursion.
10. For all camps and excursions, other than local and intercampus excursions, ECG will provide parent/carers with information seeking informed consent through the event on Compass.
11. 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 enroll during the college year. ECG will also provide advance notice to parents/carers of an

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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.

12. ECG's annual college fee includes costs incurred for all activities/excursions.
13. 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 two mobile phones will be taken by teachers on all excursions.
14. For both ECG and CCG
15. The Campus Principal/Lead will ensure that:
 - a. All excursions are planned, approved and conducted in accordance with the CCG policy and procedure requirements.
 - b. Appropriate care, safety and welfare of students with medical conditions, disabilities and special needs are identified and documented.
 - c. All excursion staff will be familiar with supervision requirements and the specific procedures for dealing with emergencies on each camp and excursion.
16. 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.
17. 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.
18. 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.
19. 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 a Principal Class Officer 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.
20. If on a camp or excursion the Teacher in Charge considers an individual student's behaviour does not meet required standards, then the College Principal or their nominee may determine that a student should return home during the camp or excursion. In these

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circumstances the parent/carer is responsible for the collection of the student and any costs associated with this.

21. 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*.

Electronic Devices (excluding mobile phones)

22. Students will not be permitted to bring electronic devices to excursions except with prior approval from the principal/executive training manager Approval be given to 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

23. 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

24. Any costs associated with student injury rest with parents/carers unless the College is liable in negligence (liability is not automatic).
25. 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 Activities and Excursion Policy and supporting procedures

Child Safe Standards.

Ministerial Order 1359 Implementing the Child Safe Standards

Ministerial Order 706 Anaphylaxis Management

VRQA Guidelines to the minimum standards and Requirements for Schools

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Internal Policies

686 Attendance Policy & Procedure
133 Student Wellbeing and engagement Policy
320 Emergency Management Plan Policy & Procedure
303 Asthma Management Policy & Procedure
302 Anaphylaxis Policy
302-1 Anaphylaxis Management Procedure
135 Child Safety and Wellbeing Policy
111 Risk Management Policy
111-2 Risk Management Framework
682-1G Risk analysis for Activities, Excursions and Camps
623 Student Code of Conduct
601-3J Student Rights and Responsibilities
688-1 ECG Secondary College Student Supervision Policy and Procedure
301 First Aid Policy and Procedure Handbook.

Communication

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

- Included in staff induction processes, staff training and staff handbooks/manuals
- Available publicly on our college's website, hard copy available on request
- Discussed at staff briefings/meetings as required
- Discussed at parent information sessions

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